

STAFF REPORT

DATE: August 3, 2004
TO: Board of Directors
FROM: Rita K. Velasquez, General Manager
BY: Jeff Ramos, Administrative Services Director
SUBJECT: CERTIFICATE OF ACHIEVEMENT AWARD



RECOMMENDATION:

Presentation of GFOA Award. No action necessary.

BACKGROUND/ANALYSIS:

We are pleased to announce the Elk Grove CSD has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) for the 2002-03 Comprehensive Annual Financial Report (CAFR) submitted last December.

This is the *eighth* consecutive year the District has been awarded the certificate.

The Certificate is the **highest** form of recognition for state and local governments in the area of governmental accounting and financial reporting.

A formal presentation of the Certificate will be made to the Board at the meeting.

Should you have any questions, please call me.

Respectfully submitted,

Jeff Ramos
Administrative Services Director

STAFF REPORT

DATE: August 3, 2004
TO: Board of Directors
THROUGH: Rita K. Velasquez
FROM: Karen Liu-Blaschke, Administrative Assistant
SUBJECT: LETTERS OF APPRECIATION



RECOMMENDATION:

Receive and file a thank you card to the EGCSO and the Board, and a letter of appreciation to the CSO Parks Department from the Elk Grove Police Department.

BACKGROUND/ANALYSIS:

Attached is a thank you card from Lyn & Jean Hawkins expressing their gratitude to the CSO and the Board for naming a park in their honor and for the wonderful dedication ceremony held recently at the park.

Also attached is a letter from Sergeant Sean Corcoran of the Elk Grove Police Department, thanking Recreation Supervisor II, Zach Jones for his assistance in providing access to the Laguna Town Hall for the coordination of search efforts for a missing at-risk elderly male in the Laguna West area. Thanks to Zach's invaluable assistance, the missing person was located at approximately 2:15 a.m. that morning.

These are more great examples of how joint partnerships amongst local agencies can help maintain Elk Grove as a safe, desirable city for all to reside in.

Respectfully submitted,

Karen Liu-Blaschke
Administrative Assistant – Operations

Attachments

(For a copy of the letters, please contact CSO Administration @ 685-7069.)

ELK GROVE COMMUNITY SERVICES DISTRICT

Your Independent Local Government Agency Providing Parks, Recreation, Fire and Emergency Medical Services

STAFF REPORT

DATE: August 3, 2004
TO: Board of Directors
FROM: Jeff Ramos, Administrative Services Director
SUBJECT: **IN-LIEU/DEVELOPER FEE REPORT-July 1, 2003 – June 30, 2004**



RECOMMENDATION

That the Board of Directors receive and file the in-lieu/developer fee report for the period July 1, 2003 through June 30, 2004.

BACKGROUND/ANALYSIS

An accounting of in-lieu fee transactions for the period July 1, 2003 through June 30, 2004 is attached. The spreadsheet identifies funds received and expended by benefit zone and also details funds committed to specific projects.

For projects that fall within the City of Elk Grove, the District is responsible for calculating and collecting the in-lieu fees. Thus the report has been segregated into those funds collected by the County of Sacramento and those funds calculated and collected by the Administrative Services Department.

Should you have any questions or comments, please contact me prior to the meeting.

Respectfully submitted,

Jeff Ramos
Administrative Services Director

Attachments

ELK GROVE COMMUNITY SERVICES DISTRICT
IN-LIEU FEE REPORT

DATE	PARCEL #	DESCRIPTION	Laguna	EG/WV	Lakeside	Central Elk Grove	Other Rural	East Elk Grove	Lag Stonelake	East Franklin	Balance
		EGCSD FUNDS (CO OF SACRAMENTO) (1)									
		FY 2003/04 Beg Balance	2,085,428	343,354	310,430	25		10,247	0	618,421	3,367,905
7/22/2003		Res No 2003-54-LCP, Jones Pk	(673,582)	(130,000)							2,564,323
10/1/2003		1st Quarter Interest - \$7,574	4,465	711	793			26		1,579	2,571,897
12/5/2003	132-0460-050	Prodigy Homes							6,210		2,578,107
1/1/2004		2nd Quarter Interest - \$10,213	5,617	849	1,234			41	12	2,459	2,588,319
4/1/2004		3rd Quarter Interest - \$9,530	5,235	791	1,150			38	23	2,293	2,597,849
		Subtotal at June 30, 2004	1,427,163	215,705	313,607	25		10,352	6,245	624,752	2,597,849
		EGCSD FUNDS (LAIF) (1)									
		FY 2003/04 Beg Balance	195,695	1,119,163	380,000	3		209,429		898,050	2,802,340
7/17/2003	122-0300-016	Kendrick Oaks					4,968				2,807,308
8/7/2003		Arcadian Village Units 2, 3, 4-Reimb		(956,580)							1,850,728
8/20/2003	116-0100-084	Bell South				315,302					2,166,030
8/26/2003	123-0180-003	Azevedo Parcel Map				1,794					2,167,824
9/17/2003	125-0233-001	Michel Parcel Map				3,312					2,171,136
9/17/2003	132-0020-041	South Meadows Unit 1								260,475	2,431,611
9/23/2003	122-0250-015	Fuller Parcel Map					2,070				2,433,681
9/25/2003	134-0110-115	Newton Ranch						106,061			2,539,742
9/25/2003	127-0120-007	Van Ruiten Ranch Unit 2						54,338			2,594,080
10/24/2003	132-0870-006	Cresleigh Ranch Village B								40,875	2,634,955
10/27/2003	132-0870-006	Cresleigh Ranch Village E & G								250,125	2,885,080
11/10/2003		1st Quarter Interest (LAIF) - \$12,403	900	2,946	1,747	736	16	1,331		4,727	2,897,483
11/12/2003	119-0161-005	Elliot Ranch East	175,032								3,072,515
11/17/2003	132-0020-159	Gilliam Meadows Unit 1C								119,025	3,191,540
11/17/2003	132-0020-159	Gilliam Meadows Unit 1B								75,900	3,267,440
11/17/2003	132-0020-159	Gilliam Meadows Unit 1D								169,050	3,436,490
11/20/2003	121-0140-004	Lakemont 8		17,136							3,453,626
12/17/2003	127-0140-017	Bond Ridge						95,013			3,548,639
12/23/2003	132-0020-041	South Meadows Unit 2								139,725	3,688,364
1/23/2004		2nd Quarter Interest (LAIF) - \$16,381	1,314	799	1,763	1,485	33	1,936		7,215	3,702,909
3/4/2004		Reimb Developers-Over Dedicated Land								(1,900,000)	1,802,909
4/6/2004	115-0150-007	Sheldon Park		743,580							2,546,489
4/15/2004	125-0350-035	Keenan Parcel Map				4,284					2,550,773
4/20/2004		3rd Quarter Interest (LAIF) - \$12,811	1,737	854	1,785	1,502	33	2,180		4,720	2,563,584
4/22/2004		Reimb Developers-Over Dedicated Land								(10,000)	2,553,584
5/19/2004	132-0030-031	Bilby Ranch Units 1 & 2								246,512	2,800,096
5/19/2004	132-0146-002	Gilliam Meadows Unit 2A, 2C-2F								152,975	2,953,071
5/25/2004	116-0340-027	Laguna Bighorn	691,001								3,644,072
5/25/2004	122-0260-091	Anderson Parcel Map					788				3,644,860
6/8/2004	127-0140-017	Bond Ridge Unit 2						48,562			3,693,422
6/24/2004	132-0020-041	Stoecker Ranch								115,575	3,808,997

ELK GROVE COMMUNITY SERVICES DISTRICT
IN-LIEU FEE REPORT

DATE	PARCEL #	DESCRIPTION	Laguna	EG/WV	Lakeside	Central Elk Grove	Other Rural	East Elk Grove	Lag Stonelake	East Franklin	Balance
6/24/2004		4th Quarter Interest (US Bank)-\$111	26	33	14	12		17		9	3,809,108
6/30/2004		4th Quarter Interest (LAIF) - \$9,333	1,464	2,185	1,512	944	29	1,940		1,259	3,818,441
		Res No. 2004-81-Wackford Debt	(694,028)								3,124,413
		Subtotal at June 30, 2004	373,141	930,116	386,821	329,374	7,937	520,807	0	576,217	3,124,413
		Balance at June 30, 2004	1,800,304	1,145,821	700,428	329,399	7,937	531,159	6,245	1,200,969	5,722,262

DATE	PARCEL #	DESCRIPTION	Laguna	EG/WV	Lakeside	Central Elk Grove	Other Rural	East Elk Grove	Lag Stonelake	East Franklin	Balance
		Committed Funds									
		LCP Community/Aquatic Complex	(1,800,304)								(1,800,304)
		EG/WV Land Acquisition/Park Dev		(1,145,821)							(1,145,821)
		Johnson Park Phase II Construction			(700,428)						(700,428)
		Grey Diamond Lights				(83,635)					(83,635)
		Park Improvements				(245,764)	(7,937)	(531,159)	(6,245)		(259,946)
		EEG Developer Reimb/Land Acquisition									(531,159)
		E Franklin Land Acq/Developer Reimb								(1,200,969)	(1,200,969)
		Available Funds	0	0	0	0	0	0	0	0	0

(1) The County of Sacramento collects in-lieu fees on projects outside of the City of Elk Grove. District staff calculates and collects in-lieu fees on projects within the City.

ELK GROVE COMMUNITY SERVICES DISTRICT
PARK DEVELOPMENT FEE REPORT

DATE	DESCRIPTION	EGWV	W Laguna Pk	Lakeside Pk	Lakeside Town Hall	East Elk Grove	L Stonelake	East Franklin	Balance
	FY 2003/04 Beg Balance	2,328,670	95,641	208,303	22,303	2,090,977	765,425	2,638,665	8,149,984
11/10/2003	1st Quarter LAIF Interest - \$37,463	10,704	439	958	103	9,612	3,518	12,129	8,187,447
11/12/2003	1st Quarter City Distribution	198,900				116,196		2,721,514	11,224,057
12/12/2003	1st Quarter County Distribution	40,672	1,615	16,162	19,344	5,824	20,537	0	11,328,211
1/23/2004	2nd Quarter LAIF Interest - \$46,028	11,362	448	1,004	148	9,987	3,600	18,546	11,373,306
1/26/2004	2nd Quarter City Distribution	209,895				156,000		1,638,864	13,378,065
2/5/2004	3rd Quarter County Distribution	20,416	10,689						13,409,170
4/20/2004	3rd Quarter LAIF Interest - \$57,576	12,484	482	1,054	195	10,736	3,692	28,933	13,466,746
4/26/2004	3rd Quarter City Distribution	104,269	530	3,833	4,565	321,001		2,831,024	16,731,968
6/11/2004	4th Quarter County Distribution	6,221				1,507			16,739,696
6/24/2004	4th Quarter US Bank Interest - \$595	104	4	8	2	97	28	352	16,740,291
6/30/2004	4th Quarter LAIF Interest - \$52,534	8,909	430	900	174	9,047	1,895	31,179	16,792,825
6/30/2004	4th Quarter City Distribution	280,278	170	4,557		52,727		2,703,967	19,834,524
6/30/2004	Res. No. 2004-76 - Park Development	(1,180,152)	(56,583)			(499,797)	(625,990)	(1,060,966)	16,411,036
	Balance at June 30, 2004	2,052,732	53,865	236,779	46,834	2,283,914	172,705	11,564,207	16,411,036
	Funds Reserved For								
	Phase I and II Park Development	(1,437,404)	(53,865)	(236,779)	(46,834)	(1,075,760)	(172,705)	(5,981,909)	(9,005,256)
	Community Center	(891,315)				(325,264)		(3,386,343)	(4,602,922)
	Lag Creek Trail Crossing at Hy 99	(191,062)							(191,062)
	Rural Trail System	(1,162)							(1,162)
	Power Line Open Space Trail System					(162,993)			(162,993)
	Drainage Corridor Trail System					(55,963)			(55,963)
	Power Line Open Space Landscaping					(129,659)			(129,659)
	Open Space Management Plan					(1,885)		(16,410)	(18,295)
	Street Frontage Improvements	468,211				(525,353)		(1,668,183)	(1,725,325)
	Jungkeit House Restoration					(7,037)		(106,714)	(106,714)
	Bartholomew Sports Park							(404,648)	(411,685)
	Available Funds	0	0	0	0	0	0	0	0

STAFF REPORT



DATE: August 3, 2004

TO: Board of Directors

FROM: David Wigginton, Administrator
Department of Parks and Recreation

BY: Jenny Smith, Advance Planning Analyst

SUBJECT: CELEBRATION LIFE FACILITY LEASE EXTENSION

RECOMMENDATION

That the Board of Directors approve the Lease Extension for two classrooms at the Celebration Life Ministries facility located at 8555 East Stockton Blvd. to continue operating preschool programs.

BACKGROUND

The Department's Tiny Tot Pals Preschool program has successfully operated from the Celebration Life Ministries (CLM) facility on East Stockton Blvd. for five years. A one year initial Lease Agreement between the District and CLM was approved in 1999 to expand Department preschool programs. The following year the Lease Agreement was extended for three years (2000 – 2003). Last year the CLM Executive Committee requested a one year extension (2003-2004) and this year the Committee has agreed to a two year extension (2004-2006).

Celebration Life Ministries recently reviewed the lease, for the first time in five years, and determined the monthly lease payment is substantially below the current market rate. The facility includes two classrooms (approximately 400 sq. ft. each) access to two restrooms, storage and convenient parking. The original Lease Agreement specified a \$600 monthly payment with a 3% increase each year. The current monthly payment is \$676 for ten months of the year and \$406 for two summer months. CLM is requesting \$850 per month for ten months of the year and \$510 per month for two summer months, with no increase during the two year extension.

Staff would like to continue this partnership with CLM and feel the request is reasonable. A portion of the increase will be covered by the 04/05 preschool budget, which anticipated an increase. The remaining increase of approximately \$1,100 will be covered by user fees and reducing expenditures in the preschool budget.

If you have any questions, please contact me prior to be Board Meeting.

Respectfully Submitted

David L. Wigginton, Administrator
Department of Parks and Recreation

Attachment (*For a copy of Lease Extension Agreement, please contact CSD Administration at 685-7069.*)

ELK GROVE COMMUNITY SERVICES DISTRICT

Your Independent Local Government Agency Providing Parks, Recreation, Fire and Emergency Medical Services

STAFF REPORT



DATE: August 3, 2004

TO: Board of Directors

FROM: Rita K. Velasquez
General Manager

SUBJECT: CONTRACT AGREEMENT RENEWAL - VOLUNTEER COORDINATOR

RECOMMENDATION:

The Board of Directors authorize the General Manager to execute the attached Agreement with Emily O'Hair, which renews the Volunteer Coordinator position for Fiscal Year 2004-05.

BACKGROUND/ANALYSIS:

The Volunteer Coordinator position is a contractual position that commenced September 1, 1995 and has been renewed by the Board each year thereafter. Emily O'Hair has been in this position since inception and has done an exemplary job for the EGCSO as is evidenced by the significant number of volunteer hours contributed to the District as reported at your April 20th Board meeting. The number of recorded hours contributed for fiscal year 2003-04 is expected to total over 40,000 hours. This equates to approximately \$270,000 total District wide savings at minimum wage conversion.

At this time, I feel additional compensation is in order based on Emily's performance and the savings generated by the use of volunteers. Attached is the Agreement to continue this position in Fiscal Year 2004-05, with the 3.5% increase in compensation to \$35,100 for the year, as included in the Final Budget.

Respectfully submitted,

Rita K. Velasquez
General Manager

Attachment

ELK GROVE COMMUNITY SERVICES DISTRICT

PROFESSIONAL SERVICES AGREEMENT VOLUNTEER PROGRAM SERVICES

This AGREEMENT is made and entered into this 1st day of July 2004, by and between the ELK GROVE COMMUNITY SERVICES DISTRICT, hereinafter "DISTRICT", and EMILY L. O'HAIR, an individual, hereinafter "CONTRACTOR".

WITNESSETH:

WHEREAS, DISTRICT desires to engage the services of CONTRACTOR to oversee, coordinate and take responsibility for a volunteer program for DISTRICT; and

WHEREAS, CONTRACTOR is specifically trained, qualified and experienced in directing such volunteer programs.

NOW, THEREFORE, INCORPORATING THE FOREGOING RECITALS HEREIN, IT IS AGREED AS FOLLOWS:

1. Retention of CONTRACTOR. DISTRICT hereby retains the services of CONTRACTOR and CONTRACTOR hereby accepts retention by the DISTRICT to perform the specialized services as outlined below.
2. Term. The term of the agreement shall commence on July 1, 2004, and end on June 30, 2005.
3. Scope of Services. CONTRACTOR shall provide the following services for the District:
 - a. Plan, implement, manage and evaluate a volunteer program for the District;
 - b. Actively recruit, train, place and evaluate volunteers for the various departments of the District and community service organizations as needed;
 - c. Work with District staff to identify possible areas of volunteer use;
 - d. Maintain active volunteer database including contacts with individuals, schools, service groups and organizations, churches, etc.;
 - e. Respond promptly to requests for information from interested potential volunteers;
 - f. Work with Elk Grove Unified School District to coordinate student volunteers;
 - g. Perform networking with other volunteer organizations;
 - h. Attend volunteer fairs at local schools, CSD job fairs and CSD events (Harvest Festival, Easter event, Circus in the Park, Creek Clean-Up, Fire Open House, etc.);
 - i. Participate on Harvest Festival Committee and other committees as requested;
 - j. Serve on the Elk Grove/Laguna Neighborhood Accountability Board;
 - k. Develop, implement and maintain a volunteer recognition program including

- overseeing the annual volunteer recognition event;
 - l. Prepare monthly status reports of volunteer jobs and hours performed for each department;
 - m. Prepare quarterly and year-end status reports for review by the District Board of Directors;
 - n. Maintain volunteer records and files;
 - o. Makes oral presentations before the Board, community organizations, etc.;
 - p. Perform public outreach within the community to bring awareness of the District and its operations/services to Elk Grove residents and businesses;
 - q. Perform various related essential duties as required.
4. Compensation. In connection with the services to be provided by CONTRACTOR, CONTRACTOR shall bill DISTRICT \$35,100 for one year of service paid at the rate of one-twelfth per month. Payment of all taxes shall be the responsibility of CONTRACTOR. DISTRICT will provide a 1099 form at the end of the calendar year to CONTRACTOR.
5. Premises, Equipment and Supplies. CONTRACTOR shall be responsible for necessary office space, equipment and supplies.
6. Indemnity. CONTRACTOR shall fully indemnify, defend and hold harmless DISTRICT, its officers, employees and agents against any and all claims, loss, damage, expense and liability asserted or incurred by other parties, including, but not limited to, DISTRICT's employees, arising out of or in any way connected with the performance of this agreement and caused by the acts, omissions, intent, and negligence, whether active or passive, of CONTRACTOR, and excepting only such loss, damage or liability as may be caused by the intentional acts or the sole negligence of DISTRICT.
7. Termination. CONTRACTOR understands that DISTRICT may cancel this agreement at any time upon thirty (30) days written notice to CONTRACTOR. CONTRACTOR may terminate this agreement upon thirty (30) days advance written notice to DISTRICT provided that such termination by CONTRACTOR shall not impact any pending DISTRICT event or scheduled program. If CONTRACTOR terminates this agreement and fails or refuses to complete any work in progress, no payment shall be made to CONTRACTOR for any work performed during the preceding month.
8. Independent Contractor. In the performance of the services under this Agreement, CONTRACTOR shall be, and acknowledges that CONTRACTOR is in fact and law, an independent contractor and not an agent or employee of DISTRICT. The CONTRACTOR shall not be entitled to any benefits available to employees of the DISTRICT. DISTRICT is not required to make any deductions from the compensation payable to CONTRACTOR under the provisions of this agreement. In the performance of this agreement, CONTRACTOR is subject to the control or direction of DISTRICT solely and to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the results.

9. Liability and Workers' Compensation. CONTRACTOR, as an independent employer, shall be liable and expressly assumes and accepts exclusive liability as an employer under the Federal Social Security Act, the Unemployment Compensation Act, or any other Federal or State laws or acts which in any way affect or relate to the relationship of employer and employee, and shall be liable for any social security, unemployment compensation or other taxes or penalties arising or levied by reason of employment of such person by CONTRACTOR. The DISTRICT shall not be liable for any injuries resulting to such person arising out of or in the course of such employment, or for any injuries to strangers or third persons, but any such liability shall be solely that of the CONTRACTOR. DISTRICT shall not be liable for any workers' compensation or other benefits accruing under Federal or State law or acts to any persons employed by CONTRACTOR. Under this agreement, such liability, if any, shall be exclusively that of the CONTRACTOR.
10. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of any successors to or assigns of the parties. CONTRACTOR shall not assign, sublet or transfer this Agreement, or any part hereof, without written consent of DISTRICT, nor shall CONTRACTOR assign any monies due or to become due to it hereunder without the previous written consent of DISTRICT.
11. Modification. This Agreement may be amended at any time by the written agreement of CONTRACTOR and DISTRICT.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above mentioned.

ELK GROVE COMMUNITY SERVICES DISTRICT
a political subdivision of the State of California

By: _____
Rita K. Velasquez, General Manager

Emily L. O'Hair, Contractor

Street Address

City State Zip

Telephone Number

Social Security Number

STAFF REPORT

DATE: August 3, 2004

TO: Board of Directors

FROM: David Wigginton, Administrator
Department of Parks and Recreation

BY: Priscilla Oliver, Recreation Supervisor II

**SUBJECT: SELECTION OF CUSTODIAL SERVICES FOR WACKFORD COMMUNITY
AND AQUATIC COMPLEX**



RECOMMENDATION

That the Board of Directors authorize staff to contract with Elite Maintenance Management Systems for custodial services at the Wackford Community and Aquatic Complex, for the 2004/05 budget year for an amount not to exceed \$4,244 per month for “ongoing” custodial service, and varying amounts for “event” custodial service, with the right to extend this contract in writing on a year-to-year basis for an additional two years with increases to be set according to Consumer Price Index (CPI).

BACKGROUND/ANALYSIS

On June 1, 2004, the Board of Directors authorized staff to proceed with Request For Proposals (RFP) for custodial services for the Wackford Community and Aquatic Complex. RFP's were sent to 130 vendors, 39 participated in a facility walk-through and 14 proposals were received.

Staff reviewed the proposals, checked references and visited site references. The top-scoring firm in the analysis was Elite Maintenance Management Systems, who provided a competitive price proposal and had excellent references.

The lowest price proposal was from a vendor who had two of their five references changing business due to the vendor's lack of service quality. The second lowest price proposal was from a vendor who has no experience in maintaining facilities the size of the Wackford Center. This vendor's work was limited to sporadic service for homes or small business. Both of these firms were considered non-responsive in terms of experience to adequately service the Wackford Complex.

AGENDA ITEM NO. E-6

The proposal from Elite Maintenance Management Systems included the third lowest cost for custodial services. Most impressive was the satisfaction levels expressed by client's using their services. Staff interviewed the firm to verify expectations for the cleaning services to be performed after hours at the Wackford Complex. Staff recommends Elite Maintenance Management Systems be awarded the contract for the following reasons:

- 1 – Elite Maintenance Management Systems demonstrated the ability to maintain experienced and knowledgeable staff to perform custodial tasks as requested per clients' contract.
- 2 – Elite Maintenance Management Systems has a long, outstanding history with several of their clients and site inspections verified they perform above and beyond standards.
- 3 – Elite Maintenance Management Systems has successfully provided "event" custodial services for Laguna Town Hall over the past four years and more recently for Pavilion events.

Elite Maintenance Management Systems will provide "ongoing" custodial service seven days per week throughout the facility. The annual cost to the CSD for "ongoing" custodial service will be \$50,928. This amount is \$4,072 less than the amount estimated in the FY 2004-05 budget.

Elite Maintenance Management Systems will provide "event" custodial service after renters hold events in the facility. These amounts are direct-charged to renters as part of their rental fee.

Staff is confident Elite Maintenance Management Systems will perform to the high expectations envisioned for the Barbara Morse Wackford Community and Aquatic Complex.

If you would like to review any or all of the proposals or have any questions or comments, please contact me prior to the meeting.

Respectfully Submitted,

David Wigginton, Administrator
Department of Parks and Recreation

STAFF REPORT

DATE: August 3, 2004
TO: Board of Directors
FROM: Jeff Ramos, Administrative Services Director
SUBJECT: RECORDS RETENTION POLICY CLARIFICATION



RECOMMENDATION:

That the Board adopt the attached revised Administration Policy No. 0042 regarding Records Retention.

BACKGROUND/ANALYSIS:

The original Administration Policy No 0042, regarding District Records referenced the state guidelines for the maintenance and retention of records and their storage but did not give specific record retention timelines. In order to clarify this policy, Attachment A has been included to provide for a specific records retention timeline that is in compliance with the State Records Management Act. In addition, as part of the policies and procedures for the new archival scanning system, reference has been made to the fact that the scanning system meets the permanent record requirements as outlined in the State Records Management Act.

Attachment A shall be reviewed annually to assess any adjustments or revisions that may be required.

Should you have any questions, please call me prior to the meeting.

Respectfully submitted,

Jeff Ramos
Administrative Services Director

Attachment

ELK GROVE COMMUNITY SERVICES DISTRICT

RECORDS

The Board of Directors recognizes the necessity to keep adequate and appropriate District records in order to fulfill legal requirements and maintain/develop the proper administrative functions.

The General Manager shall oversee the development and maintenance of an appropriate record keeping system that: a) meets all of the requirements of the state and county laws; b) provides data required for the audit; and c) meets the needs of the District in a timely manner.

All District records shall be retained in a safe, secure storage area(s) and shall be subject to the confidentiality and inspection regulation as stipulated in District policy.

Records Retention Schedule: The Elk Grove Community Services District's policy regarding records retention is in compliance with the timeline included within the State of California Guidelines, pursuant to Sections 60201 and 60203 of the Government Code. The District shall maintain an active, continuing program for economical and efficient management of records and information collection practices in compliance with the [State Records Management Act](#). Each Department within the District shall comply with the rules, regulations, standards, and procedures issued in regards to records management.

The primary means of establishing an economical and efficient records management program is the development of records retention schedules. These schedules are, by law, required to be completed by every state agency and must include "all papers, maps, exhibits, magnetic, or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned, or used by any agency, regardless of physical form or characteristics" (Government Code 14741). This has further been revised to include electronic data as well.

Permanent Records Retention and Destruction of Records: The law provides that the legislative body of a district may authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if copies are made as specified. The destruction of any category of records must meet two criteria: (1) The District shall adopt a resolution finding that destruction or disposition of any category of records will not adversely affect any interest of the District or the public and (2) The District maintains a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category (Section 60203, Government Code). The District's archival scanning system meets the permanent record requirements by accurately reproducing an original image and preventing additions, deletions, or changes to the document images. Notwithstanding, the maintenance of permanent records in the scanned format allows for the destruction of approved paper files and meets the requirements of Section 12168.7 of the Government Code.

The retention schedule as shown in Attachment "A" indicates the minimum retention period per law/regulation. All District personnel should comply with the records retention guidelines shown in Attachment "A" in order to meet the minimum requirements of the law. The District shall revisit the Retention Schedule annually to assess any adjustments or revisions that may be required. For those documents not listed, refer to the State Records Retention Guidelines at <http://www.pd.dgs.ca.gov/recs/49gut2.htm>.

ATTACHMENT "A"

RECORDS RETENTION POLICY SCHEDULE

DOCUMENT	RETENTION PERIOD MINIMUM PER LAW
ADMINISTRATIVE:	
Legal Records	PERM
Articles of Incorporation	PERM
Charter	PERM
By-Laws	PERM
Minutes of Board Meetings	PERM
Minutes of Committee Meetings	PERM
Pending Claims/Litigation	7 YEARS
Repealed/Invalid/Unenforceable Ordinances	5 YEARS
Unaccepted Bids/Proposals	2 YEARS
Records of Compensation or Expense Reimbursement Paid to District Employees/Officers	7 YEARS AFTER DATE OF PAYMENT
FISCAL:	
Reports – Trial Balance, Accrual Worksheets, Revenue Statements, Monthly Budget	4 YEARS
Ledgers – AR Ledger, Revenue Ledger, Reimb. Ledger, Expenditure Adjustments	4 YEARS
Journals – General Journal, General Ledger	5 YEARS
Deposits Ledger/ Receipts	4 YEARS
Cash – Stop Payment Request, Replacement Check Requests, Transfer Receipt Reports of Deposit	4 YEARS
Disbursements – all checks	4 YEARS
Transfers – Transfers of Funds	1 YEAR

PROCUREMENT & SUPPLY:	
Lease Agreements, Requisition Requests, Contracts – including Real Estate Appraisers	7 YEARS
Invoices, Estimates & Quotes	7 YEARS
Supply Orders & Requisitions – In House Records	1 YEAR
Property (Land, Buildings, Improvements Other Than Buildings) – records supporting total costs including purchase orders, claim schedules, invoices, contracts, deeds, checks, statements	Life of the building/property
Property (Equipment) – Inventory Listings, EMR Records	4 YEARS
AUTOMOTIVE MANAGEMENT:	
Vehicle Accident Reports	1 YEAR
Vehicle Maintenance & Repair Estimates	1 YEAR
Travel Logs, Mileage Sheets	1 YEAR
BUDGET DOCUMENTS:	
Budget Schedule	4 YEARS
Transfer of Budget Allotment, Budget Revisions	4 YEARS
Schedule of Salaries & Wages, Schedule of Equipment, Major & Minor Construction Projects	2 YEARS
Schedules used to compute costs of operations	4 YEARS
Detailed Final Budget & Summary Final Budget	4 YEARS
Encumbrances & Obligations, Year End Reports	4 YEARS
Cash Receipts, Disbursement Ledger, General Ledger	4 YEARS
All Related Year End Budget Documents	4 YEARS
PAYROLL & PERSONNEL:	
Payroll Transactions	4 YEARS
Payroll Warrant Register, Shift Differential Docs.	4 YEARS

Health Benefit Plan Enrollments, Notice of Change of Contribution Rates	Retain as “Current” until employee separates from service
Report of Occupational Injury or Illness	Retain as “Active” until settlement of claim or closing of case, then retain for 2 years. DO NOT FILE IN EMPLOYEE’S OFFICIAL PERSONNEL FOLDER
Application for Employment – Temporary	2 YEARS
Application for Employment – Permanent	2 YEARS
Beneficiary Designation (PERS)	Retain as “Current” until superseded or canceled.
Designation of Persons Authorized to Receive Warrants, to Use Privately Owned Vehicles	Retain as “Current” until superseded or canceled.
Accident Report (Other than Motor Vehicle)	Retain as “Active” until settlement of claim or closure of case. DO NOT FILE IN EMPLOYEE’S OFFICIAL PERSONNEL FOLDER
Report of Absences without Pay	5 YEARS
Health Questionnaire/Medical Reports	Retain 5 YEARS after employee separates from Service. Medical Records to be kept in SEALED envelope.
Medical Exam Reports or Info dealing with Exposure to Toxic Substances or Harmful Physical Agents	30 YEARS after Separation
Absence and Additional Time Worked	4 YEARS
Position Justification	4 YEARS
Performance Evaluation Reports	3 YEARS + Current Year
Salary Garnishment	Retain as “Active” until garnishment is satisfied, then 4 Years from end of pay period involved.
Employee Job Description	Retain as “Current” until superseded, then discretionary for operations history only.
Certification of Eligibles/Hiring List	3 YEARS
Report of Extra Hours to Be Paid	5 YEARS from pay period involved

Dental, Life Insurance, Medical Enrollments	Retain as “Current” until superseded or canceled.
Statement of Economic Interests	Retain as “Current” until superseded or canceled.
Adverse Action	3 YEARS or whatever is stipulated in the agreement
Correspondence (related to a specific employee) – Job Related	3 YEARS
Correspondence (Layoff)	5 YEARS
Correspondence (Workers Compensation)	2 YEARS after Case is Closed. Do Not file in Employee’s Personnel Folder.
Examination (Position) Announcements	Retain as “Current” until superseded or canceled.
Official Personnel Folder	Retain as “Active” until employee separates from service.
Separation Records-Resignation Without Fault, Voluntary Retirement, Rejection on Probation	5 YEARS
Layoff	5 YEARS
Disability Retirement, Terminal by Disciplinary Action, AWOL, Resignation with Fault	Retain until person reaches age 70

STAFF REPORT



DATE: August 3, 2004
TO: Board of Directors
FROM: David Wigginton, Administrator
Department of Parks and Recreation
BY: Jenny Smith, Advance Planning Analyst

SUBJECT: TRANSFER OF PROPOSITION 40 PER CAPITA GRANT FUNDS FROM SACRAMENTO COUNTY TO ELK GROVE COMMUNITY SERVICES DISTRICT, UNDER THE CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS, AND COASTAL PROTECTION ACT

RECOMMENDATION:

That the Board of Directors approve Resolution No. 2004-100, approving a pass-through of Proposition 40 Per Capita grant funds from Sacramento County to the District, under the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act.

BACKGROUND:

During the Elk Grove Regional Park Lease Agreement discussions, priority maintenance projects were identified by Sacramento County and the CSD. The top priority projects were roadway and restroom improvements.

The Elk Grove Regional Park Lease Agreement authorizes the County to enter in to an agreement with the CSD for expenditures of the County's Proposition 12 and 40 grant funds totaling \$1,097,500 for improvements to roadways and restrooms in the park. The District will be managing the improvement projects. The County will be responsible for the \$807,500 Proposition 40 funds and will reimburse the District on a monthly basis. Proposition 40 grant funds totaling \$290,000 will be transferred to, and be the responsibility of, the CSD.

In addition, the District will provide funding toward the roadway and restroom improvements from the CSD's Proposition 40 Per Capita grant funds, as approved by the Board on October 7, 2003.

The attached resolution approves the pass-through of Proposition 40 grant funds from the County to the CSD. If you have any questions, please contact me prior to the Board Meeting.

Respectfully Submitted,

David L. Wigginton, Administrator
Department of Parks and Recreation

Attachment

ELK GROVE COMMUNITY SERVICES DISTRICT

Your Independent Local Government Agency Providing Parks, Recreation, Fire and Emergency Medical Services

ELK GROVE COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2004-100

A RESOLUTION APPROVING THE PASS-THROUGH OF PROPOSITION 40 PER CAPITA GRANT FUNDS FROM THE COUNTY OF SACRAMENTO, DEPARTMENT OF REGIONAL PARKS, RECREATION AND OPEN SPACE TO THE ELK GROVE COMMUNITY SERVICES DISTRICT

WHEREAS, the County of Sacramento received a Per Capita block grant under the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 in the amount of \$3,486,000; and

WHEREAS, the Department of Regional Parks, Recreation and Open Space has requested to pass-through \$290,000 of the Proposition 40 Per Capita grant funds to the Elk Grove Community Services District.

NOW THEREFORE BE IT RESOLVED, that the Elk Grove Community Services District approves the pass-through of \$290,000 from the County of Sacramento's Proposition 40 Per Capita grant funds to the Elk Grove Community Services District.

Passed and adopted this 3rd day of August, 2004, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elk Grove Community Services District

Pat Perez, President

ATTEST:

Rita K. Velasquez, Secretary

STAFF REPORT

DATE: August 3, 2004
TO: Board of Directors
FROM: Rita K. Velasquez, General Manager
BY: Jeff Ramos, Administrative Services Director



**SUBJECT: PUBLIC HEARING FOR ADOPTION OF FISCAL YEAR 2004-05
ELK GROVE COMMUNITY SERVICES DISTRICT FINAL BUDGET**

RECOMMENDATION:

That the Board of Directors:

- 1) approve, or approve with modifications, Resolution No. 2004-102, adopting the Fiscal Year 2004-2005 Final Budget for the Elk Grove Community Services District, per Staff's and the Budget Committee's Recommendation; and
- 2) authorize the bidding of items budgeted in excess of General Manager authorized amounts, with award of bids at future Board meetings; and
- 3) approve the revised updated Master Plan Figure 11.

BACKGROUND/ANALYSIS

On June 22, 2004, the Board adopted the CSD's 2004-2005 Preliminary Budget.

Attached is the CSD 2004-05 Final Budget. Changes have been made from the approved Preliminary Budget and are summarized as follows:

1. Concession Revenue. Per Board direction, the budgeted net concession revenue has been included within the Sports and Aquatics 04 sub budget.
2. Fire Station 72 – Bids were opened for Fire Station 72 construction and the low bid was approximately \$440,000 over the amount included in the Preliminary Budget. Staff has included this increased cost in the final budget and has offset the increased costs with additional loan proceeds. The construction loan will be paid from East Franklin Development Fees. The new station construction estimate will be included in the East Franklin Finance Plan update.
3. Encumbrances (projects begun but not completed) have been revised to reflect the actual amounts based on end-of-year reconciliations (refer to attached roll-over report). With the concerted effort to complete the Fire Training Facility and Wackford Complex this past year and a delay in hiring personnel for the new engine company, therefore delaying the renovation of Station 74, several building repair/replacement projects did not get completed and are reflected on the roll-over worksheet.

ELK GROVE COMMUNITY SERVICES DISTRICT

Your Independent Local Government Agency Providing Parks, Recreation, Fire and Emergency Medical Services

RE: Adoption of 2004-05 CSD Final Budget
August 3, 2004
Page 2

4. Rollover funds and their recommended distribution (encumbered or reserves) are included based on end-of-year reconciliations (refer to attached roll-over report). *Additionally staff is recommending the purchase of a portable stage to be used by District staff and available for rent to other organizations.*
5. Reserve allocations/increases and usage (refer to attached roll-over & reserve reports). Approximately \$3.2 million of the \$5.1 million increase in reserves is due to the Administration Building land acquisition and addition and Hal Bartholomew Sports Park construction. These projects are scheduled for construction/acquisition within the next few years. In addition, staff has included \$418,000 for the potential additional ERAF shift due to the State budget proposal and a \$267,057 increase in the Emergency Reserve based on Board policy. Finally, the Budget Committee recommends that if the Power Uncertainty and Park and Rec Staff Continuation reserves are not needed this fiscal year, they be reallocated to capital reserves next year.

I am very pleased to report that with these changes all budgets remain within general fund allocations identified in the updated Master Plan financial documents and will ensure the continuation of quality services that the CSD is known for.

As previously reported, some major highlights included in this budget that follow the provisions of the updated Master Plan are:

1. Completion and opening of the Wackford Community/Aquatic Complex;
2. full-year operation of the Fire Training Facility;
3. construction of relocated Fire Station 72;
4. renovation of Fire Station 74;
5. addition of an engine company beginning September 1, 2004;
6. development of fourteen new parks including Amundson, Berens, Bradford, Rau, Caterino, Del Meyer, Ehrhardt Oaks, Johnson Phase II, Johnston, Keema, Kramer, Laguna Meadows #5, Lewis and Miles;
7. planning for six additional parks including Arcadian Village, Backer, Hal Bartholomew Sports Park, Morse, Pinkerton and Wright;
8. new modular facility and operation of a pre-school program at Johnson Park Rec Center;
9. additional recreation programs to keep up with population growth;
10. an allocation for the CSD's share of LAFCo;
11. 15% property tax growth (per Master Plan Figure 11); and
12. Balanced – within General Fund Allocations identified in the Updated Master Plan.

Remaining funds within each department from the 2003-04 fiscal year, per previous Board direction, have been allocated to projects previously identified for Fire, Parks/Rec and Administrative Services, respectively. Furthermore, per the Board's reserve policy, *allocation of any additional property tax revenues are to be placed equally into the Park Capital Facilities Reserve and the CSD Capital Facilities Reserve.* In keeping with the *intent* of this policy, these additional revenues have been allocated to the purchase of land and addition to the CSD Administration Building due to the location of the new library, CSD Facilities Replacement and Park Capital Facilities reserves.

ELK GROVE COMMUNITY SERVICES DISTRICT

Your Independent Local Government Agency Providing Parks, Recreation, Fire and Emergency Medical Services

RE: Adoption of 2004-05 CSD Final Budget
August 3, 2004
Page 3

Finally, there are minimal revenues that the County has not posted to our account for FY 2003-04, because the County does not close its books until the end of July. Therefore, it is recommended that any additional revenues realized as reported by the County for FY 2003-04 be deposited in the "Admin Building Land Acquisition and Addition Reserves."

Also, with the adoption of this final budget, per Section 4 of the approved Procurement Policy, personal property and supplies up to \$30,000 and minor construction projects (less than \$15,000) will be bid and awarded by the General Manager, provided bids received are within the approved budget amounts. All personal property and supplies over \$30,000 and construction projects in excess of \$15,000 will be bid and brought to the Board for awarding of bid. *Staff recommends the Board authorize the bidding of items budgeted in excess of the General Manager authorized amounts, with award of bids by the Board at future meetings.*

The Budget Committee reviewed and concurs with the revisions presented here and recommends adoption of the CSD 2004-05 Final Budget as submitted.

Master Plan Figure 11

For Fiscal Year 2003-04, the District's property tax growth was around 15 1/2%. As you will recall, Figure 11 called for a 15% increase in property tax revenues for FY 2003-04 and 2004-05. We believe the assumptions used for property tax growth are still accurate and valid within Figure 11, however Staff has revised Figure 11 to account for the existing property tax base amount for fiscal year 2003-04 and the addition of the engine company at Station 74, the fourth ambulance in FY 2005-06 and the additional Community/Aquatic Complex within Morse Park in FY 2006-07 as previously approved by the Board.

Also, per Board request, Staff has accounted for the potential additional ERAF shift within Figure 11. Finally, Figure 11 includes provisions for increases to the Emergency Reserve per Board policy and where appropriate, increases to the Admin Building Land Acquisition/Addition, Parks Capital Facility and Capital Improvement Reserves.

ATTACHMENTS (Also included in your budget binders):

- A-1 Resolution No. 2004-102
- A-2 Appropriations Limit
- A-3 2004-05 Fiscal Budget-Final (by Department)
- A-4 Expenditure/Revenue Pie Chart
- A-5 Comparison of Preliminary to Final Budget
- A-6 Recommendations for Rollover Funds
- A-7 Reserve Balances, Uses and Increases
- A-8 Updated Master Plan Figure 11

Board of Directors
RE: Adoption of 2004-05 CSD Final Budget
August 3, 2004
Page 4

PLEASE BRING YOUR BUDGET BINDERS TO THE MEETING. STAFF WILL UPDATE YOUR BINDERS WITH THE FINAL BUDGET SHEETS.

I WOULD LIKE TO EXPRESS MY SINCERE THANKS TO STAFF, THE BUDGET COMMITTEE AND BOARD MEMBERS WHO PARTICIPATED IN THIS BUDGET PROCESS. THE COOPERATION AND PROFESSIONALISM SHOWN BY ALL WAS A PRIME EXAMPLE OF THE EGCSO IN ACTION WORKING IN THE BEST INTERESTS OF THE COMMUNITY.

Should you have any questions or would like clarification on any item, please call me or the appropriate Department Head prior to the meeting.

Respectfully submitted,

Rita K. Velasquez
General Manager

Attachments

**ELK GROVE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
RESOLUTION NO. 2004-102**

**RESOLUTION ADOPTING FINAL BUDGET
ELK GROVE COMMUNITY SERVICES DISTRICT**

The BOARD OF DIRECTORS of the Elk Grove Community Services District hereby adopts the Final Budget of the District for the Fiscal Year 2004-05 as follows:

(1)	Salaries and Benefits	\$18,284,205
(2)	Services and Supplies	5,336,513
(3)	Loans and Lease Payments	1,361,323
(4)	Fixed Assets	
	(A) Land	500,000
	(B) Structures/Improvements	20,037,965
	(C) Equipment	982,878
(5)	Contingencies	372,766
(6)	Reserve Increases	<u>5,102,611</u>
	TOTAL	\$51,978,261 =====

BE IT FURTHER RESOLVED that the means of financing the expenditure program will be by monies derived from Revenues to Accrue, Fund Balance Available and Property Taxes.

BE IT FURTHER RESOLVED that the proposed budget be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, total annual appropriations subject to limitation attached hereto and by reference made a part hereof.

Passed and adopted this 3rd day of August, 2004, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
Rita K. Velasquez, Secretary

Pat Perez, President

**ELK GROVE COMMUNITY SERVICES DISTRICT
APPROPRIATION LIMIT CALCULATION
FISCAL YEAR 2004-05**

2003-04 Appropriation Limit	60,189,104
Cost of Living Factor:	
Change in CA per capita income	1.0328
Population Adjustment Factor:	
Weighted Average Population change	<u>1.2137</u>
2004-05 Appropriation Limit	<u><u>75,447,605</u></u>

ELK GROVE CSD

2004-05 FISCAL BUDGET - FINAL

OBJECT NAME	ADMIN SVCS	FIRE	PARKS	TOTAL
<i>EXPENDITURES</i>				
Salaries/Benefits	1,393,232	13,207,899	3,683,074	18,284,205
Services/Supplies	315,608	2,421,627	2,271,038	5,008,273
Leases/Loans		1,327,005	34,318	1,361,323
Fixed Assets	28,350	674,124	280,404	982,878
Land Acquisition		500,000		500,000
Capital Improvements	120,000	4,794,180	15,123,785	20,037,965
Reserve Increase	4,851,336	173,775	77,500	5,102,611
<i>Subtotal</i>	<i>6,708,526</i>	<i>23,098,610</i>	<i>21,470,119</i>	<i>51,277,255</i>
SB2557 Co. Admin Fees	328,240	0	0	328,240
Contingency	372,766	0	0	372,766
<i>Subtotal</i>	<i>701,006</i>	<i>0</i>	<i>0</i>	<i>701,006</i>
TOTAL EXPENDITURES	7,409,532	23,098,610	21,470,119	51,978,261
<i>REVENUES</i>				
Property Taxes	19,293,051			19,293,051
Interest Income	125,000			125,000
Recreation Fees			3,017,785	3,017,785
Ambulance/Plan Ck Fees		3,420,036	41,000	3,461,036
In-Lieu/State Aid Funds		602,703	12,274,346	12,877,049
Long Term Loan Proceeds		3,234,830		3,234,830
Encumbered Funds	2,603,397	1,391,905	808,578	4,803,880
Use of Reserves*	39,577	167,056	226,400	433,033
Other Revenue**	130,068	1,408,270	3,194,259	4,732,597
TOTAL REVENUES	22,191,093	10,224,800	19,562,368	51,978,261
<i>SUBTOTAL</i>	<i>14,781,561</i>	<i>(12,873,810)</i>	<i>(1,907,751)</i>	<i>0</i>
<i>NET</i>	<i>14,781,561</i>	<i>(12,873,810)</i>	<i>(1,907,751)</i>	<i>0</i>

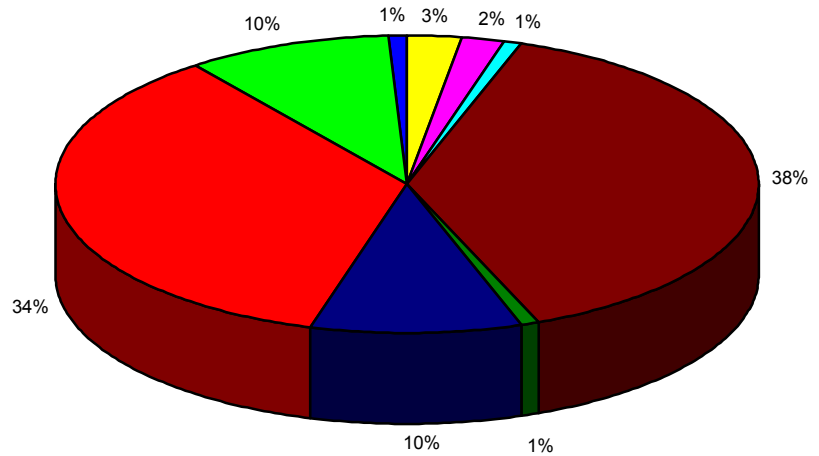
* Reserves include: \$200,000 from Skate Park Cap. Fac. Res.; \$10,000 from LTH Cap. Imp. Res.; \$16,400 from CSD Facilities Rplcmnt; \$24,859 from St 75 Prin. Repymt; \$35,175 from Land-Training Fac Debt; \$107,022 from Apparatus Reserve; \$11,500 from Veh Replcmnt; \$13,850 CSD Equip Rplcmnt; and \$14,227 from Admin Svcs.

** Other Revenue includes Bldg Rentals, Donations/Contributions, L&L Capital Improvement Reserves (Wackford Complex) and Developer Fees.

ELK GROVE CSD 2004-05 FINAL BUDGET (15% Property Tax Growth Increase)

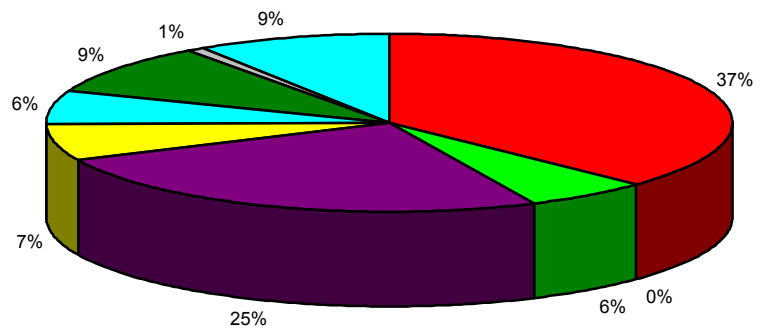
EXPENDITURES BY OBJECT TYPE

<i>Obj. Type</i>	<i>Amount</i>	<i>Percent</i>
Salary/Benefits	18,284,205	34%
Serv/Supplies	5,008,273	10%
SB2557 Fees	328,240	1%
Leases/Loans	1,361,323	3%
Fixed Assets	982,878	2%
Land Acquisition	500,000	1%
Capital Imprvmt	20,037,965	38%
Contingency	372,766	1%
Reserve Incr	5,102,611	10%
TOTAL	51,978,261	100%



REVENUES BY OBJECT TYPE

<i>Obj. Type</i>	<i>Amount</i>	<i>Percent</i>
Property Tax	19,293,051	37%
Interest Income	125,000	0%
Rec Fees	3,017,785	6%
In-Lieu/St Aid	12,877,049	25%
Ambul/PC fee	3,461,036	7%
LT Loan Proceeds	3,234,830	6%
Encumbrances	4,803,880	9%
Reserves	433,033	1%
Other Revenue**	4,732,597	9%
TOTAL	51,978,261	100%



*15% Growth Projected over 2003/2004 Estimate

** Other Revenue includes Bldg Rentals, Donations/Contributions, L&L Capital Improvement Reserves (Wackford Complex) and Developer Fees.

ELK GROVE CSD

Fiscal Year 2004-05 Proposed Final Budget Comparison of Preliminary Budget to Final Budget

Description	Elk Grove CSD	Elk Grove CSD	Difference	Explanation
	Final Budget	Preliminary Budget		
Expenditures:				
Salaries/Benefits	18,284,205	18,111,252	172,953	New GM/GM Retirement/Alloc of Pk Maint Supv
Services/Supplies	5,008,273	4,889,693	118,580	Search Firm for GM/LTH metal doors/EGRC paint rmvl
SB 2557 Fees	328,240 *	398,000	(69,760)	New estimate based on County info
Leases/Loans	1,361,323	1,361,323	0	
Land Acquisition	500,000	500,000	0	
Fixed Assets	982,878	881,794	101,084	Portable stage/Class computer equipment
Capital Improvements	20,037,965	19,667,940	370,025	Incr in St 72 cost/reduction in Johnson Pk Rec Ctr/LTH roof/EGRC restroom
Contingency	372,766 *	372,766	0	
Reserve Increase	5,102,611	869,121	4,233,490	Admin Bldg Land/Addn/CSD & Pk Fac Rplcmnt/Emerg Rsv
Total Expenditures	51,978,261	47,051,889	4,926,372	
Revenues:				
Recreation Fees	3,017,785	3,017,785	0	
Ambulance/Plan Ck Fees	3,461,036	3,226,089	234,947	Incr in Plan Chk Fees based on plan submittals
In-Lieu/State Aid Funds	12,877,049	12,957,744	(80,695)	Lowered grant rev estimates
Long Term Loan Proceeds	3,234,830	2,794,830	440,000	Addtl amount for Station 72
Encumbered Funds	4,803,880	1,982,965	2,820,915	Addtl Admin/Fire/Park Dept enc funds
Use of Reserves	433,033	433,033	0	
Other Revenues	4,732,597	5,109,402	(376,805)	Lowered L&L contrib for Wackford Complex const
Total Revenues	32,560,210	29,521,848	3,038,362	
Net Required From Property Taxes/ Interest Income	(19,418,051)	(17,530,041)	(1,888,010)	
Net Required From Property Taxes per Master Plan	(19,418,051)	(17,530,041)	0	
Amount Under Master Plan	-	-	-	Balanced to Master Plan

* Amount represents fees charged by County of Sacramento for property tax collection.

** Contingency is distributed among the departments as needed.

STAFF/BUDGET COMMITTEE RECOMMENDATION
FOR ROLL-OVER/ENCUMBERED FUNDS
CSD FY 2004-05 FINAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

Roll-Over/Encumbered Funds (\$2,603,397) - Add'l Prop Tax, SB 2557, Contingency, Admin Svc Dept Savings

\$ 3,250	Sunscreens for Westside of Admin Bldg – Acct 2111
\$120,000	Water line installation for Admin Bldg remodel – Acct 4202
\$190,204	GM Retirement/New GM/Search Firm – Acct 1110/2591
\$500,000	CSD Facilities Replacement Rsv
\$ 50,000	Park Equipment Replacement Rsv
\$450,000	Park Capital Facilities Rsv
\$600,000	Admin Bldg Land Acquisition Rsv
\$527,655	Admin Bldg Addition Rsv
\$154,775	CSD Equip Replacement Rsv
\$ 7,513	Administrative Services Staff Continuation Reserve

FIRE DEPARTMENT

Roll-Over/Encumbered Funds (\$1,391,905) – Add'l Prop Tax, Fire Dept Savings

\$ 31,300	Completion of Logistics storage shed, generator and shop siding at Fleet Maintenance – Acct 4201/4202
\$ 5,000	Skim and seal concrete joints at Stations 73 and 75 – Acct 4202
\$ 14,040	Gate at Station 71 – Acct 4202
\$ 5,000	Completion of Station 73 water softener and Station 71 heater/door interconnect – Acct 4202
\$1,177,790	Fire Station 74 Renovation – Acct 4201
\$ 111,392	Fire Station 76 Debt Payment Reserve (Unspent loan proceeds)
\$ 47,164	Apparatus Replacement Reserve (Unspent Apparatus Reserve Allocation)
\$ 129	Training Facility Land Reserve (Unspent debt service payment)
\$ 90	Fire Station 75 Reserve (Unspent debt service payment)

PARKS & RECREATION DEPARTMENT

Roll-Over/Encumbered Funds (\$808,578) – Add'l Prop Tax, Parks Dept Savings

\$ 4,000	Completion of trail brochure printing – Acct 2085
\$ 9,643	Completion of Johnson Park Rec Ctr – Acct 4202
\$ 315,189	Purchase of Wackford Complex FFE – Various accounts
\$ 35,390	Completion of Class software equipment – Acct 4305
\$ 78,668	Completion of LTH Exterior door/roof replcmnt/CMU block seal/men's restroom wall tile – Acct 2111/4202
\$ 200,000	Gym at Wackford Complex – Acct 4202
\$ 95,688	Completion of EGRC paint/lead removal/landscaping/HVAC bids and upgrades/restroom remodel/roof repair – Acct 2111/2141/4201/4202
\$ 70,000	Purchase of portable stage – Acct 4302

ELK GROVE COMMUNITY SERVICES DISTRICT

2004-05 FINAL BUDGET

RESERVES

RESERVE ACCOUNT NAME	6/30/2004 BALANCE	BUDGETED FY 04/05	INCREASE FY 04/05	7/1/2004 BALANCE
EMERGENCY RESERVE	1,639,748		267,057	1,906,805
CAPITAL RESERVES				
EG Rec Cntr Cap Imprv	36,298		7,000	43,298
Pool Capital Improvement	23,607		3,000	26,607
Laguna Town Hall	10,000	10,000		-
Wackford Complex	50,000		60,000	110,000
Admin Building:				
Land Acquisition **	500,000		1,000,000	1,500,000
Bldg Addition **	1,485,479		1,221,655	2,707,134
CSD Facilities Replacement	930,272	16,400	732,336	1,646,208
Park Capital Facilities	1,199,092	200,000	1,000,000	1,999,092
EQUIPMENT REPLACEMENT				
CSD Equipment Replacement (Fire/Adm)	235,000	13,850	154,775	375,925
Apparatus Replacement	367,639	107,022	47,164	307,781
Vehicle Replacement (Parks/Adm)	23,461	11,500	7,500	19,461
Park Equipment Replacement	145,000		50,000	195,000
DEBT PAYMENT				
Land-Training Fac Debt Pymnt	177,700	35,175	129	142,654
Station 75 Principal Repayment	234,001	24,859	90	209,232
Station 76 Principal Repayment			111,392	111,392
STAFF CONTINUATION				
Admin Serv (Bldg Maint)	172,319	14,227	7,513	165,605
Parks & Rec	86,908			86,908
MAINTENANCE & OPERATIONS				
Fire Station Repairs	141,000		15,000	156,000
Power Uncertainty	105,000			105,000
OTHER				
Potential Additional ERAF Shift			418,000	418,000
TOTAL ALLOCATED RESERVES	7,562,524	433,033	5,102,611	12,232,102

** Admin Building land acquisition and addition due to library expansion.

Figure 11 (Estimated Revised Growth Rates)
Elk Grove CSD

Annual Operating Expenses Needing Funding from Property Taxes or Other Sources

Annual Operating Expenses Needing Funding from Property Taxes or Other Sources												7% incr in dept exp for FY 2008-09/2009-10		
Item		Cmnty Aq Ctr 4th Amb/ Eng Co								Cmnty/ Aq Ctr		St 78	No Addtl Staff Included	Cumulative Total
		Fiscal Year												
		2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10				
Rev Required from Prop Taxes														
Fire (See Revised Figure 5)	9,510,312	10,702,077	10,906,846	12,873,810	16,576,563	17,617,204	20,390,300	21,664,084	23,180,570					133,911,454
Parks (See Revised Figure 7)	1,067,764	1,219,542	1,673,431	1,907,752	2,317,565	2,979,053	3,143,947	3,316,500	4,044,532					20,602,322
Admin Svcs (See Revised Fig 8)	951,144	918,213	1,207,290	1,350,430	1,626,880	1,796,849	1,904,600	2,018,459	2,159,751					12,982,472
Contingency	306,950	316,159	375,875	398,428	493,506	541,971	602,785	670,266	717,185					4,116,174
Parks Capital Facility/Rplcmnt Rsv			550,000	550,000				326,264	526,978					1,953,242
Admin Bldg/Land Acquist Rsv			1,127,655	1,092,000		121,000								2,340,655
Emergency Reserve (1)				267,057	228,815	256,276	239,190	263,109	289,419					1,543,866
Capital Improvement Reserve				232,336	40,414	168,515		206,000	562,500					2,003,816
Subtotal	11,968,814	13,295,267	16,495,872	18,671,813	21,283,743	23,480,868	26,280,822	28,464,682	31,480,935					179,454,001
Less Interest Income	320,000	202,375	115,000	125,000	135,000	135,000	155,000	155,000	155,000					1,177,375
Total	11,648,814	13,092,892	16,380,872	18,546,813	21,148,743	23,345,868	26,125,822	28,309,682	31,325,935					178,276,626
SB2557 Fee	(289,125)	(293,620)	(285,425)	(313,968)	(345,364)	(379,901)	(417,891)	(459,680)	(505,648)					(3,001,496)
Property Tax Rev - 10% Growth	11,268,640	14,198,440	16,580,914	18,239,005	20,062,906	22,069,197	24,276,116	26,703,728	29,374,101					171,504,406
Supplemental Taxes	225,000	844,116	225,000	225,000	180,000	180,000	150,000	150,000	150,000					2,104,116
Overage/(Deficit)	(444,299)	1,656,044	139,617	(396,775)	(1,251,201)	(1,476,572)	(2,117,597)	(1,915,634)	(2,307,482)					(7,669,599)
Addtl ERAF Shift				(418,000)	(418,000)									
SB2557 Fee	(289,125)	(293,620)	(285,425)	(328,240)	(377,474)	(434,095)	(499,210)	(574,092)	(660,205)					(3,452,361)
Property Tax Rev - (2)	11,268,640	14,198,440	16,580,914	19,068,051	21,356,217	23,918,963	26,310,860	28,941,946	31,836,140					182,211,531
Supplemental Taxes	225,000	844,116	1,065,693	225,000	225,000	180,000	150,000	150,000	150,000					2,989,809
Overage/(Deficit)	(444,299)	1,656,044	980,310	0	(363,000)	319,000	(164,172)	208,172	0					2,636,354

(1) Emergency reserve increase is needed to keep reserve at 10% of property tax revenues per policy.

(2) Property tax growth by year is as follows: FY 2003-04 and 2004-05, 15%; FY 2005-06 and 2006-07, 12%; FY 2007-08 through 2009-10, 10%.

STAFF REPORT



DATE: August 3, 2004

TO: Board of Directors

FROM: Rita K. Velasquez, General Manager

BY: Jeff Ramos, Administrative Services Director

SUBJECT: PUBLIC HEARING - RESOLUTION LEVYING ANNUAL ASSESSMENT and RESOLUTION ADOPTING FINAL 2004-05 BUDGET FOR DISTRICT WIDE LANDSCAPE & LIGHTING ASSESSMENT DISTRICT

RECOMMENDATION

That the Board of Directors:

- 1) Approve Resolution No. 2004-103, ordering, confirming and levying the Fiscal Year 2004-05 annual assessment within the boundaries of the District Wide Landscape & Lighting Assessment District and its zones of benefit pursuant to Resolution of Intention No. 2004-29 per staff and the Budget Committee's recommendation; and
- 2) Approve Resolution No. 2004-104, adopting the Fiscal Year 2004-05 Final Budget for the District Wide Landscape and Lighting Assessment District per staff and the Budget Committee's recommendation.

BACKGROUND/ANALYSIS

On June 22, 2004, the Board adopted Resolution No. 2004-58, approving the preliminary 2004-05 budget for the District Wide Landscape and Lighting Assessment District. At that meeting, the Board directed the following changes to the preliminary budget:

- 1- The aerator, tractor and trailer will be leased over a 5-year period instead of three.

Staff has adjusted the lease period to five years.

- 2- Staff will recheck the park development schedule and adjust the acreage accordingly.

Staff has adjusted the park development schedule and acreage allocation based on the most recent park development schedule.

- 3- Staff will make some minor modifications to the district map and organizational chart.

The changes to the district map and organizational chart have been made.

- 4- Staff will review various landscape corridor acreage figures within Laguna, Central Elk Grove and East Franklin.

Staff adjusted landscape corridor acreage in Benefit Zones 1, 3, 6, 10, 11 and 13.

- 5- Staff will make some minor modifications to the Chief of Planning and Design and Park Administrator's time allocation.

For the Chief of Planning and Design's time allocation, staff decreased the allocation to 9340-01 and Benefit Zones 1, 4, 5, 12 and District Wide and increased the allocation to Benefit Zones 6 and 8. For the Park Administrator's time allocation, staff decreased the allocation to Benefit Zones 1, 2, 4 and 12 and increased the allocation to Benefit Zones 8 and 11.

- 6- Staff will adjust the Park Maintenance Supervisor time allocation based on Board approval of Ordinance No. 8 and the recovery of landscape corridor inspection time.

Staff allocated 6% of the Park Maintenance Supervisor's time to 9340-01 to be reimbursed through Ordinance No. 8. Although more time may be incurred and reimbursed, because this is the first year of the landscape corridor inspection reimbursements, staff recommends allocating the 6% and then reviewing the percentage at mid-year and making adjustments as necessary.

- 7- Director Mulberg requested staff look into consolidating Benefit Zones 4, 5 and 12 into one zone and also consolidating Benefit Zone 9 into Benefit Zones 3 and 6.

Staff has been researching this issue and will continue to do so.

The allocation of the Wackford Complex construction costs has been updated to reflect the adjusted Equivalent Dwelling Unit figures and the amount actually spent during the previous fiscal year.

Staff met with the Budget Committee on Tuesday, July 20th to review the changes to the final budget. The Budget Committee concurs with staff's changes and recommends adoption of the final budget.

EDU Update

The attached final budget summary includes updated EDU information. Based on the Engineer's review of the County's roll data from July, total EDUs have increased by approximately 685 from the figures approved in the Preliminary Budget. Increases were realized in Benefit Zones 1, 3, 5, 6, 8, 11, 12 and 13. We will continue to work with the District engineer to identify all developed parcels within the District.

Board of Directors
RE: Adoption of 2004-05 District Wide L&L Final Budget
August 3, 2004
Page 3 of 3

Fund Balance Update

Staff has attached draft fund balance updates for the various benefit zones. Please note that the revenue and expenditure amounts are preliminary. Once the County has closed its books and remitted final assessment revenues to the District, we will be able to finalize our numbers. We are recommending that any overages be allocated to the Capital Improvement Reserve as the Board has directed in prior years.

Resolution No. 2004-103 attached, makes findings, orders, confirms and levies the annual assessment within the boundaries of the District Wide Landscape and Lighting Assessment District pursuant to Resolution of Intention No. 2004-29 and the Engineer's Report.

Furthermore, Resolution No. 2004-104, also attached, formally adopts the Final Budget for fiscal year 2004-05 for the District Wide Landscape and Lighting Assessment District.

Please bring your budget binders to the meeting and staff will update them with the Final Budget sheets.

Should you have any questions, please contact me prior to the meeting.

Respectfully submitted,

Jeff Ramos
Administrative Services Director

Attachments

ELK GROVE COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2004-103

DISTRICT-WIDE LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ELK GROVE COMMUNITY SERVICES DISTRICT MAKING FINDINGS AND DETERMINATIONS; AND ORDERING, CONFIRMING AND LEVYING THE ANNUAL ASSESSMENT PURSUANT TO RESOLUTION OF INTENTION NO. 2004-29

WHEREAS, pursuant to Resolution of Intention No. 2004-29, a public meeting and a public hearing have been conducted at which times any and all interested parties having any interest in this assessment district have had the opportunity to discuss the Engineer's Report, including the proposed budget and the spread of assessment, staff and consultant presentations; and have had the opportunity to offer written or oral evidence concerning any aspect of this assessment district, including but not limited to the boundaries of the zones of benefit, the amount of the proposed assessments, the assessment methodology to be used to allocate the cost to the various land uses, or the work to be performed; and

WHEREAS, the Board of Directors after considering all of the public testimony, the evidence presented in the Engineer's Report, staff and consultant presentations, and other documents, now desire to levy the annual assessment for the 2004-05 fiscal year pursuant to the Landscape and Lighting Act of 1972, Proposition 218, and the District Wide Landscape and Lighting Assessment District created in November 1994.

NOW, THEREFORE, be it resolved, determined and ordered by the Board of Directors of the Elk Grove Community Services District that:

1. The above Recitals are a true and correct representation of the facts.
2. Based upon the information provided in the Engineer's Report, staff presentations, oral and written testimony presented at the public meeting and the public hearing together with any and all facts otherwise known to each Board member; the amount of the assessment levied against each parcel of real property, and the method used to allocate the cost of doing the work are deemed fair, just and equitable.
3. Each individual parcel assessment as shown in the Engineer's Report is hereby confirmed against each parcel of real property, which assessments shall become due and owing to the District by each parcel owner at such time as real property tax bills issued by the County of Sacramento become due and owing.
4. Each year the amount of the assessment will be reanalyzed and a new assessment levied as required to pay the cost of performing the work described in the Resolution of Intention. Any required increase in assessments which does not exceed the increase in the Consumer Price Index for Pacific West Cities B/C for All Urban Consumers will not be considered a "new" or "increased assessment" as defined in Subsection (D) of Government Code Section 54954.6(a) 1 and Section 53753.

In addition, if, during any fiscal year, the District does not adjust the assessment rate by the full Consumer Price Index, the District can, during any subsequent fiscal year, recoup that portion of the Consumer Price Index not actually levied. Such recoupment will not be considered a "new" or "increased assessment" as defined in Subsection (D) of Government Code Section 54954.6(a)1 and Section 53753.

Resolution 2004-103

Page 2

5. The Engineer of Work is instructed to forthwith file a copy of this Resolution, the Assessment Roll and the Diagram with the Director of Finance of the County of Sacramento by August 20, 2004 and to request the Director of Finance to include on the property tax billing for the 2004-05 fiscal year, the assessments as so levied.
6. Available fund balances and reserves in any Benefit Zone shall be used to fund maintenance and operations and/or be allocated to the Dry Period Finance Reserve or Capital Improvement Reserve.
7. The funding of all principal and interest expenses incurred in the acquisition of the forty (40) acre parcel located south of Elk Grove Boulevard shall be allocated District Wide.
8. The District will commence the operation and maintenance of new parks anticipated to be constructed throughout the fiscal year including, but not limited to, Rau in Benefit Zone 3, Johnson Phase II in Benefit Zone 5; Del Meyer in Benefit Zone 6; Berens, Lewis and Miles in Benefit Zone 11; and Bradford, Johnston, Keema, Kramer and Laguna Meadows in Benefit Zone 13 and will pay the cost of such operation and maintenance from assessments levied under the District Wide Landscape and Lighting Assessment District.
9. The District will fund the completion of the construction of the Barbara Morse Wackford Community and Aquatics Complex from a combination of Elk Grove Community Services District reserves, Capital Improvement reserves from all benefit zones and other revenue sources as outlined in Exhibit A attached. The amount needed from the benefit zones will be allocated based on EDUs.
10. The District will continue to accumulate amounts within the Capital Improvement Reserve of all Benefit Zones for the construction of proposed benefit zone and district wide parks as outlined within the Elk Grove Community Services District's Parks and Recreation Department portion of the Master Plan.
11. Certain properties owned by various public utilities, governmental agencies, and the State of California previously exempt from assessments prior to the adoption of Proposition 218 will be assessed where special benefit is found.
12. The work to be performed and the cost thereof funded by the District-Wide Assessment District shall consist of the following:
 - A. Furnish all labor, materials, supplies, utilities, equipment and management required to maintain, service, repair, operate, construct and replace the landscaped corridors, medians, sound walls, project entrances, signs, walkways, green belts, parkways, parks, recreational facilities, sports complexes, swimming complexes, tennis complexes, open space of any nature, lakes and trail systems; together with any other recreational amenity and appurtenances thereto.
 - B. Pay the debt service including principal, interest and financing cost on loans obtained to construct the Barbara Morse Wackford Community and Aquatics Complex, purchase an 800Mhz frequency, lawn dethatcher, aerator and tractor and acquire land in the District Wide cost budget.

13. Any surplus arising as a result of the assessments shall be carried over within the Zone of Benefit within the Assessment District that generated the surplus for the calculation of the following year's Dry Period Financing Reserve. Any funds available beyond the need for Dry Period Financing and contingencies will be utilized for capital improvements as described in paragraph 10 above. Should a deficit occur, the Assessment District or any Zone therein may borrow funds from any source. The repayment of such loans, together with any interest and borrowing expenses, will be included in subsequent years' assessments.

BE IT FURTHER RESOLVED AND DETERMINED that from the facts presented at the public hearings, as well as those found in the Engineer's Report, oral and written presentations, together with any and all other facts known to each of the Board members, substantial evidence exists to support the actions herein ordered based upon the following findings and conclusions.

- A. Pursuant to the Landscape and Lighting Act of 1972, the Board of Directors adopted on April 6, 2004, Resolution No. 2004-18 directing the Engineer to file his annual report taking into account the requirements of Proposition 218; setting forth among other things the estimated cost to be assessed against benefited properties within the benefit zones located within the District Wide Landscape and Lighting Assessment District; said assessments to pay all labor, materials, supplies, utilities, equipment and management required to maintain, service, repair, operate, construct and replace the landscaped corridors, medians, sound walls, project entrances, signs, walkways, green belts, parkways, parks, recreational facilities, sports complexes, swimming complexes, tennis complexes, open space of any nature, lakes and trail systems; together with any other recreational amenity and appurtenances thereto.
- B. The District engaged the services of NBS as the Engineer of Work with the instructions to prepare the Engineer's Report as required under the Landscape and Lighting Act of 1972 and Proposition 218. Greg Ghironzi, Director with NBS, is a registered, professional engineer certified by the State of California with extensive experience in assessment districts of all kind, Mello-Roos Community Facilities Districts and Landscape and Lighting Assessment Districts, whose work involved among other things, the development of the spread of assessments that represented the estimated special benefits to different land uses. The Engineer's Report incorporates the work of Economics and Planning Systems, Inc. an economics firm with extensive experience in economic studies involving public agencies, the creation of landscape and lighting assessment districts and Mello-Roos Community Facilities Districts in which they are directly responsible for the development of Equivalent Dwelling Unit formulas that estimate the benefits to be derived by various land uses from public infrastructure.

As directed, the Engineer of Work prepared the report and filed it with the Board of Directors. On the 18th day of May, 2004, after review, explanation and consideration, the Board of Directors adopted Resolution of Intention No. 2004-29 preliminarily approving and adopting the Engineer's Report and establishing the time, dates and place to conduct the required public meeting and public hearing.

- C. As required by the California Government Code and Streets and Highway Code, a notice of the public hearing was given by publishing a copy of the Resolution of Intention in the Elk Grove Citizen, a newspaper of general circulation in the area. An affidavit of publication was filed with the Secretary of the District.

- D. On the dates, and at the time and place stated in said Resolution of Intention, a public meeting and a public hearing were duly held by this Board of Directors and the budget and proposed assessments were presented and considered, and all written appeals, protests, and objections were duly presented, read, heard and considered and all persons desiring to be heard thereon, were heard in respect to any matters relating to said work, or to any acts or determination in relation thereto, the boundaries of the District or to the correctness of the assessments, the spread of the assessments or the diagrams showing those parcels to be assessed to pay the cost of said work or to any matters relating to the proceedings or the notices involved. Each and every step in those proceedings both prior to and including the public meeting and the public hearing, have been duly taken in accordance with the Landscape and Lighting Act of 1972, Section 4 of Proposition 218 and Government Code Section 53753; and this Board of Directors is satisfied with the correctness of the assessment, the determination of special benefit to be derived by various land uses within the assessment district as reflected by the Equivalent Dwelling Unit schedule set forth in the Engineer's Report, and the maps and diagrams as they may have been amended as the result of evidence received at the public meeting and public hearing; and further that the proceedings, assessments, maps, diagram and all matters relating thereto are hereby deemed satisfied, approved, confirmed and found to be fair, just and equitable.
- G. The contemplated work described in the Resolution of Intention is in the opinion of the Board of Directors of more than ordinary general public benefit and specifically enhances the utility, usefulness, aesthetic, environment and economic value of those properties located within the Zones of Benefit and the boundaries of the District Wide Assessment District except for Benefit Zone 7 where, at this time, the benefit derived is insufficient to warrant assessment because of the extensive agricultural nature of the area and the proximity thereof to existing improvements. In the future, new improvements will most likely cause assessments to be levied in this zone.
- H. The use of benefit zones within the boundaries of the District Wide Assessment District is a fair, just and equitable method of allocating the cost of work performed which is deemed to be of local benefit from that work performed and deemed to be of a district wide benefit.
- I. Facilities and improvements found to be of local benefit are described as landscaped corridors, medians, sound walls, project entrances, signs, walkways, green belts and parks without lighted sports facilities. Facilities deemed to be of district wide benefit are parks or portions of parks that have lighted sports facilities, open space, trail systems, lakes and creeks. These amenities are all deemed to provide a district wide benefit and should be funded by district wide assessments.
- J. The methodology and determination of special benefit described in the Engineer's Report has been reviewed and considered by this Board of Directors in the context of the requirements of Proposition 218 regarding "general" and "special" benefits; and believes the methodology and the determination of special benefit complies with the intention of Proposition 218 and is fair, just, and equitable. The assessments have been levied against each parcel of real property in accordance with this methodology and the determination of special benefit to be derived by each parcel as a result of the performance of the work herein described.

- K. The Equivalent Dwelling Unit Schedule set forth in the Engineer's Report and recommended by the Engineer of Work, and Economics and Planning Systems, Inc. fairly and equitably reflects the degree of special benefit derived by the various land uses within the Assessment District. Such benefit is determined by the fact that the property has enhanced utility, attractiveness and is easier to market as well as has been enhanced in value because of the availability of many landscaped features, open space, trail systems, recreational amenities and programs that would not otherwise be available but for the funding available through this assessment district.
- L. A written protest against the proposed assessments has not been made by the owners of more than one half of the area of the land to be assessed to pay the cost of the work described in the Resolution of Intention.
- M. Each of said several parcels of land identified in the Engineer's Report will be specially benefited by the performance of said work at least in the amount if not more than the amount of the assessment apportioned against said parcel of property. There is substantial evidence by way of the Equivalent Dwelling Unit Formula together with their prior testimony to support and the weight of said evidence preponderates in favor of the aforesaid finding and determination as to special benefits.
- N. The Engineer of Work in the Engineer's Report has fairly and properly apportioned the cost of performing the work to each parcel of land within the assessment district in proportion to the determination of special benefits to be received by each classification of land use.
- O. All documents referred to herein are by this reference incorporated herein as though fully set forth and are found to be adequate, accurate and complete. Said documents are presently on file in the offices of the Elk Grove Community Services District, 8820 Elk Grove Blvd., Elk Grove, California, 95624.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Directors of the Elk Grove Community Services District at a regular meeting thereof held this 3rd day of August 2004, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pat Perez, President

ATTEST: _____
Rita K. Velasquez, Secretary

BMW COMMUNITY/AQUATIC COMPLEX FUNDING PLAN

Funds Available for BMW Community/Aquatic Capital Improvements					
	Laguna Zone 1	Debt Service	All Other Zones	Sch Dist/ Prop 12/ CSD Rsvs	Total
Funds Available for FY 03/04:					
Benefit Zone In-Lieu Fund Balance	2,528,518				2,528,518
Capital Improvement Reserve/ Fund Balance Available	2,920,750		3,343,371		6,264,121
Laguna Stonelake Developer Fees			450,500		450,500
Prop 12				733,000	733,000
CSD Reserves/General Fund				3,596,181	3,596,181
School District Contribution				750,000	750,000
Debt Service		3,199,384			3,199,384
Total	5,449,268	3,199,384	3,793,871	5,079,181	17,521,704
Funding for BMW Community Center					
				<u>CSD Rsvs/ Prop 12</u>	
4) BMW Community Center	2,644,444		450,500	2,161,567	5,256,511
Total cost approx. \$5,256,511					

Funding for BMW Aquatics Center					
			<u>Other B Zones</u>	<u>CSD Rsvs/ Schl Dist</u>	
5) BMW Aquatics Center	1,762,135		2,803,310	1,041,500	5,606,945
Total cost approx. \$5,606,945					

Funding for BMW Gym/Teen Center					
			<u>Other B Zones</u>	<u>CSD Reserves</u>	
6) BMW Gym/Teen Center	1,460,949		3,321,185	1,876,114	6,658,248
Total cost approx. \$6,658,248					
Grand Total	5,867,528		6,574,995	5,079,181	17,521,704

ELK GROVE COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2004-104

RESOLUTION ADOPTING FINAL BUDGET

DISTRICT WIDE LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT

THE BOARD OF DIRECTORS of the Elk Grove Community Services District hereby adopts the FINAL BUDGET of the DISTRICT WIDE LANDSCAPE & LIGHTING ASSESSMENT DISTRICT for the Fiscal Year 2004-05 as follows:

(1)	Salaries and Benefits	\$1,445,609
(2)	Services and Supplies	4,230,804
(3)	Other Charges	2,868,122
(4)	Fixed Assets	
	(A) Equipment	16,003
(5)	Contingencies	<u>566,019</u>
	TOTAL	<u>\$9,126,557</u>

The attachments included with this Resolution explain in detail the various categories and the method of financing said Final Budget.

Passed and adopted this 3rd day of August, 2004, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pat Perez, President

ATTEST: _____
Rita K. Velasquez, Secretary

**ELK GROVE CSD - DISTRICT WIDE LANDSCAPE & LIGHTING ASSESSMENT DISTRICT
FINAL BUDGET SUMMARY
FISCAL YEAR 2004-05**

DESCRIPTION	ZONE 1	ZONE 2	ZONE 3	ZONE 4	Zone 5	ZONE 6	(1)	ZONE 8	ZONE 9	ZONE 10	ZONE 11	ZONE 12	ZONE 13	Costs	Total
EDU's	15,043.29	593.00	5,752.31	3,252.79	2,482.97	6,952.02	2,389.32	1,772.98	79.49	3,593.75	1,960.69	7,676.77	0.00		51,549.38
Salaries & benefits	333,339	30,483	98,395	90,371	52,562	44,476	18,937	58,004	702	88,237	62,018	100,665	467,420		1,445,609
Services & supplies	1,381,496	94,640	318,094	428,577	280,121	107,524	8,223	130,421	2,854	271,595	177,500	260,525	769,234		4,230,804
Debt service	776,060	22,617	226,970	163,327	129,026	470,111	92,449	74,898	3,045	137,502	107,962	525,935	138,220		2,868,122
Capital/Fixed assets	3,738	345	991	1,032	548	272	0	672	11	680	4,715	711	2,288		16,003
Contingencies	33,383	0	0	0	0	0	0	0	0	6,812	4,872	6,406	21,785		73,258
Dry Period Finance Resv	0	0	0	0	0	0	0	0	0	239,503	23,938	211,320	0		474,761
Capital Impv Reserve (5)	0	0	0	0	0	0	0	0	0	0	0	0	18,000		18,000
Subtotal Zone Exp	2,528,016	148,085	644,450	683,307	462,257	622,383	119,609	263,995	6,612	744,329	381,005	1,105,562	1,416,947		9,126,557
District Wide Exp	343,550	13,543	131,368	74,285	56,705	158,767	54,566	40,490	1,815	82,072	44,777	175,318			
Total Expenditures	2,871,566	161,628	775,818	757,592	518,962	781,150	174,175	304,485	8,427	826,401	425,782	1,280,880			8,886,866
Total Exp Per EDU	190.89	272.56	134.87	232.91	209.01	112.36	72.90	171.74	106.02	229.96	217.16	166.85			
Assessment Revenue	2,482,443	131,871	589,381	663,730	494,831	481,218	164,576	218,750	6,382	824,801	395,294	1,176,848			7,630,125
Fund Balance Credit (2)	349,123	27,197	175,437	81,862	17,131	289,432	5,599	83,235	2,045			101,032			1,132,093
Other Revenue (3)	40,000	2,560	11,000	12,000	7,000	10,500	4,000	2,500		1,600	30,488	3,000	239,691		364,339
Total Revenues	2,871,566	161,628	775,818	757,592	518,962	781,150	174,175	304,485	8,427	826,401	425,782	1,280,880	239,691		9,126,557
Total Rev Per EDU:															
Other Revenue	25.87	50.18	32.41	28.86	9.72	43.14	4.02	48.36	25.73	0.45	15.55	13.55			
Assessment Rev	165.02	222.38	102.46	204.05	199.29	69.22	68.88	123.38	80.29	229.51	201.61	153.30			

Proposed Cost Per EDU	165.02	222.38	102.46	204.05	199.29	69.22	68.88	123.38	80.29	229.51	201.61	153.30			
FY03-04 Cost Per EDU	165.02	217.59	100.25	199.66	195.00	67.73	67.40	120.72	78.56	224.57	197.27	150.00			
COLA Adj Cost Per EDU (4)	205.85	222.38	102.46	204.05	199.29	69.22	68.88	123.38	80.29	344.54	201.61	279.34			
Over/(Under) COLA Cost	(40.83)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(115.03)	(0.00)	(126.04)			

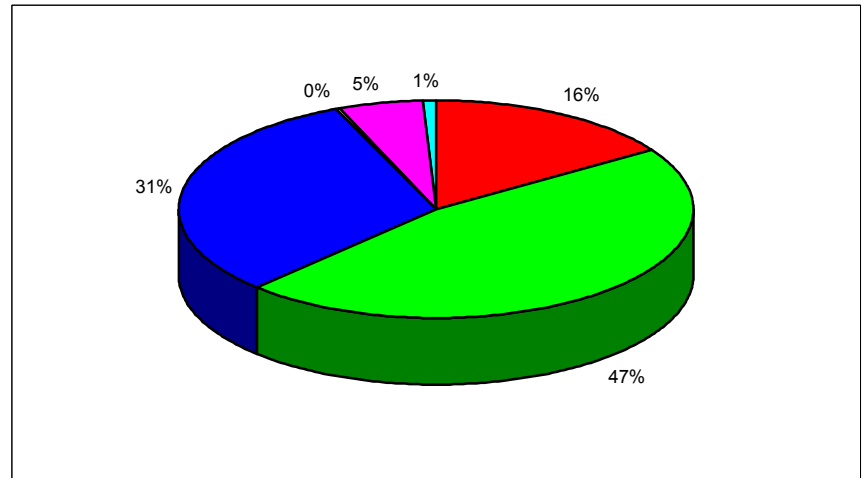
- (1) Benefit Zone 7, Southwest Ag, is not listed as there are no assessments in this area at this time.
- (2) Fund balance credit is used to make contribution to P&R Department for park construction.
- (3) Other revenue includes interest income, cell tower rentals and sports/leisure programming revenues in EG Park.
- (4) Cost per EDU has been increased by a 2.2% CPI over the prior year amount.
- (5) Capital improvement reserve amount for District Wide Cost budget includes \$7,000 for park equipment replacement and \$11,000 for vehicle replacement.

DISTRICT WIDE LANDSCAPE and LIGHTING ASSESSMENT DISTRICT

2004-05 FINAL BUDGET

EXPENDITURES BY OBJECT TYPE

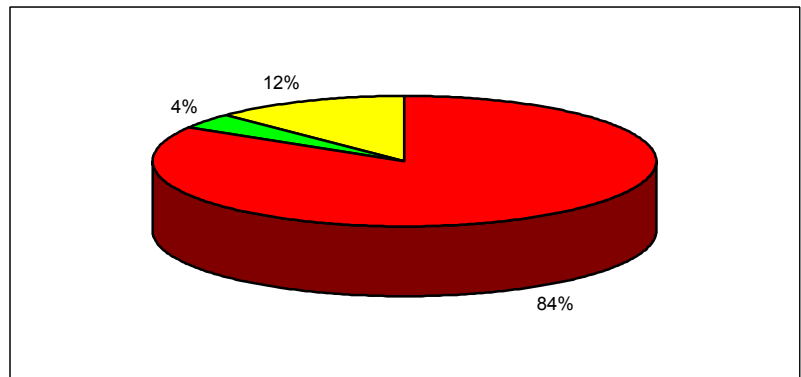
<i>Obj. Type</i>	<i>Amount</i>	<i>Percent</i>
Salary/Benefits	1,445,609	16%
Services/Supplies	4,230,804	47%
Debt Service (1)	2,868,122	31%
Capital/Fixed Assets	16,003	0%
Reserve Increase	492,761	5%
Contingency	73,258	1%
TOTAL	9,126,557	100%



(1) Debt service includes contributions to the P&R Dept for the Wackford Complex construction and debt service payments on the 40 ac sports park, 800Mhz frequency, leaf vacuum/lawn dethatcher, aerator and tractor.

REVENUES BY OBJECT TYPE

<i>Obj. Type</i>	<i>Amount</i>	<i>Percent</i>
Assessments	7,630,125	84%
Other Revenue (1)	364,339	4%
Fund Balance Credit	1,132,093	12%
TOTAL	9,126,557	100%



(2) Other revenue includes interest income, cell tower rents and sports/leisure programming revenues.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT- LAGUNA ZONE 1
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	2,633,084
Revenue 2003/04 (1)	3,755,713
Expenditures 2003/04 (1)	<u>(5,011,120)</u>
Fund Balance 6-30-04	<u>1,377,677</u>

Uses:

Reserved for:

Dry Period Financing (2)	1,000,000
Capital Improvements (3)	28,554
Fund Balance Available (4)	<u>349,123</u>
Total	<u>1,377,677</u>
Net	<u><u>0</u></u>

(1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.

(2) Amount represents six (6) months of budgeted expenditures to fund operations during the period July through December. Assessment revenue is collected and allocated by the County of Sacramento in December and April.

(3) Reserve is established in accordance with Board of Directors policy.

(4) Amount represents contribution to Parks and Recreation Department for Wackford Complex expenditures in accordance with the funding plan previously approved by the Board of Directors.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT-CAMDEN ZONE 2
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	160,992
Revenue 2003/04 (1)	133,391
Expenditures 2003/04 (1)	<u>(204,439)</u>
Fund Balance 6-30-04	<u>89,944</u>

Uses:

Reserved for:

Dry Period Financing (2)	62,747
Capital Improvements (3)	
Fund Balance Available (4)	<u>27,197</u>
Total	<u>89,944</u>
Net	<u><u>0</u></u>

(1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.

(2) Amount represents six (6) months of budgeted expenditures to fund operations during the period July through December. Assessment revenue is collected and allocated by the County of Sacramento in December and April.

(3) No reserve has been established for FY 04/05.

(4) Amount represents the fund balance to be used to decrease the 2004-05 assessments and contribution to Parks and Recreation Department for Wackford complex expenditures in accordance with the funding plan previously approved by the Board of Directors.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT -
ELK GROVE/WEST VINEYARD ZONE 3
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	736,530
Revenue 2003/04 (1)	803,196
Expenditures 2003/04 (1)	<u>(1,100,320)</u>
Fund Balance 6-30-04	<u>439,406</u>

Uses:

Reserved for:	
Dry Period Financing (2)	250,000
Capital Improvements (3)	13,969
Fund Balance Available (4)	<u>175,437</u>
Total	<u>439,406</u>
Net	<u><u>0</u></u>

(1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.

(2) Amount represents six (6) months of budgeted expenditures to fund operations during the period July through December. Assessment revenue is collected and allocated by the County of Sacramento in December and April.

(3) Reserve is established in accordance with Board of Directors policy.

(4) Amount represents contribution to Parks and Recreation Department for Wackford complex expenditures in accordance with the funding plan previously approved by the Board of Directors.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT -
WEST LAGUNA ZONE 4
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	869,517
Revenues 2003/04 (1)	653,505
Expenditures 2003/04 (1)	<u>(1,110,405)</u>
Fund Balance 6-30-04	<u>412,617</u>

Uses:

Reserved for:

Dry Period Financing (2)	310,500
Capital Improvements (3)	20,255
Fund Balance Available (4)	<u>81,862</u>
Total	<u>412,617</u>
Net	<u><u>0</u></u>

(1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.

(2) Amount represents six (6) months of budgeted expenditures to fund operations during the period July through December. Assessment revenue is collected and allocated by the County of Sacramento in December and April.

(3) Reserve is established in accordance with Board of Directors policy.

(4) Amount represents contribution to Parks and Recreation Department for Wackford complex construction expenditures in accordance with the funding plan previously approved by the Board of Directors.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT -
LAKESIDE ZONE 5
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	377,435
Revenues 2003/04 (1)	548,643
Expenditures 2003/04 (1)	<u>(736,150)</u>
Fund Balance 6-30-04	<u>189,928</u>

Uses:

Reserved for:

Dry Period Financing (2)	158,200
Capital Improvements (3)	14,597
Fund Balance Available (4)	<u>17,131</u>
Total	<u>189,928</u>
Net	<u><u>0</u></u>

(1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.

(2) Amount represents six (6) months of budgeted expenditures to fund operations during the period July through December. Assessment revenue is collected and allocated by the County of Sacramento in December and April.

(3) Reserve is established in accordance with Board of Directors policy.

(4) Amount represents contribution to Parks and Recreation Department for Wackford complex construction expenditures in accordance with the funding plan previously approved by the Board of Directors.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT -
CENTRAL ELK GROVE ZONE 6
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	560,989
Revenues 2003/04 (1)	1,074,549
Expenditures 2003/04 (1)	<u>(1,259,520)</u>
Fund Balance 6-30-04	<u>376,018</u>

Uses:

Reserved for:

Dry Period Financing (2)	86,586
Capital Improvement (3)	
Fund Balance Available (4)	<u>289,432</u>
Total	<u>376,018</u>
Net	<u><u>0</u></u>

(1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.

(2) Amount represents six (6) months of budgeted expenditures to fund the operations during the period July through December. Assessment revenue is collected and allocated by the County of Sacramento in December and April.

(3) Reserve has not been established due to lack of funds.

(4) Amount represents contribution to Parks and Recreation Department for Wackford complex construction expenditures in accordance with the funding plan previously approved by the Board of Directors.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT -
OTHER RURAL ZONE 8
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	209,952
Revenue 2003/04 (1)	205,722
Expenditures 2003/04 (1)	<u>(299,366)</u>
Fund Balance 6-30-04	<u>116,308</u>

Uses:

Reserved for:

Dry Period Financing (2)	39,850
Capital Improvements (3)	70,859
Fund Balance Available (4)	<u>5,599</u>
Total	<u>116,308</u>
Net	<u><u>0</u></u>

(1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.

(2) Amount represents six (6) months of budgeted expenditures to fund operations during the period July through December. Assessment revenue is collected and allocated by the County of Sacramento in December and April.

(3) Reserve is established in accordance with Board of Directors policy.

(4) Amount represents contribution to Parks and Recreation Department for Wackford complex construction expenditures in accordance with the funding plan previously approved by the Board of Directors.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT
WATERMAN/PARK VILLAGE ZONE 9
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	177,013
Revenue 2003/04 (1)	428,043
Expenditures 2003/04 (1)	<u>(430,043)</u>
Fund Balance 6-30-04	<u>175,013</u>

Uses:

Reserved for:

Dry Period Financing (2)	91,778
Capital Improvements (3)	
Fund Balance Available (4)	<u>83,235</u>
Total	<u>175,013</u>
Net	<u><u>0</u></u>

(1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.

(2) Amount represents six (6) months of budgeted expenditures to fund operations during the period July through December. Assessment revenue is collected and allocated by the County of Sacramento in December and April.

(3) Reserve has not been established due to lack of funds.

(4) Amount represents the fund balance to be used to decrease the 2004-05 assessments and transfer to Parks and Recreation Department for Wackford complex construction in accordance with the funding plan previously approved by the Board of Directors.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT -
AUTO MALL ZONE 10
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	13,356
Revenue 2003/04 (1)	7,516
Expenditures 2003/04 (1)	<u>(12,874)</u>
Fund Balance 6-30-04	<u>7,998</u>

Uses:

Reserved for:

Dry Period Financing (2)	2,700
Capital Improvements (3)	3,253
Fund Balance Available (4)	<u>2,045</u>
Total	<u>7,998</u>
Net	<u><u>0</u></u>

(1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.

(2) Amount represents six (6) months of budgeted expenditures to fund operations during the period July through December. Assessment revenue is collected and allocated by the County of Sacramento in December and April.

(3) Reserve is established in accordance with Board of Directors policy.

(4) Amount represents contribution to Parks and Recreation Department for Wackford complex construction expenditures in accordance with the funding plan previously approved by the Board of Directors.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT -
EAST ELK GROVE ZONE 11
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	148,672
Revenue 2003/04 (1)	761,393
Expenditures 2003/04 (1)	<u>(761,657)</u>
Fund Balance 6-30-04	<u>148,408</u>

Uses:

Reserved for:

Dry Period Financing (2)	146,400
Capital Improvements (3)	2,008
Fund Balance Available (4)	<u>0</u>
Total	<u>148,408</u>
Net	<u><u>0</u></u>

- (1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.
- (2) Amount is not enough to fund six (6) months of budgeted expenditures during the period July through December. Assessment revenue is collected and allocated by the County of Sacramento in December and April. Additional funds will be collected to increase the Dry Period Finance Reserve.
- (3) Reserve is established in accordance with Board of Directors policy.
- (4) The contribution to the Parks Department for the Wackford Complex construction costs is covered entirely within the budget. Therefore no fund balance funding is needed.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT -
LAGUNA STONELAKE ZONE 12
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	210,514
Revenue 2003/04 (1)	583,555
Expenditures 2003/04 (1)	<u>(597,120)</u>
Fund Balance 6-30-04	196,949

Uses:

Reserved for:

Dry Period Financing (2)	145,800
Capital Improvements (3)	51,149
Fund Balance Available (4)	<u>0</u>
Total	<u>196,949</u>
Net	<u><u>0</u></u>

(1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.

(2) Amount represents six (6) months of budgeted expenditures to fund operations during the period July through December. Assessment revenue is collected and allocated by the County of Sacramento in December and April.

(3) Reserve is established in accordance with Board of Directors policy.

(4) The contribution to the Parks Department for the Wackford Complex construction costs is covered entirely within the budget. Therefore no fund balance funding is needed.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT -
EAST FRANKLIN ZONE 13
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	19,832
Revenue 2003/04 (1)	1,267,263
Expenditures 2003/04 (1)	<u>(1,087,561)</u>
Fund Balance 6-30-04	199,534

Uses:

Reserved for:

Dry Period Financing (2)	53,200
Capital Improvements (3)	45,302
Fund Balance Available (4)	<u>101,032</u>
Total	<u>199,534</u>

Net	<u><u>0</u></u>
------------	-----------------

(1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.

(2) The current amount does not represent six (6) months of budgeted expenditures.
The Dry Period Finance Reserve will be established over the next several fiscal years.
Assessment revenue is collected and allocated by the County of Sacramento
in December and April.

(3) Reserve is established in accordance with Board of Directors policy.

(4) Amount represents contribution to Parks and Recreation Department for Wackford complex construction
expenditures in accordance with the funding plan previously approved by the Board of Directors.

DISTRICT WIDE LANDSCAPE & LIGHTING DISTRICT
DISTRICT WIDE COSTS
FUND BALANCE ANALYSIS
FISCAL YEAR 2004/05

Sources:

Fund Balance 7-1-2003	105,759
Revenue 2003/04 (1)	1,295,176
Expenditures 2003/04 (1)	<u>(1,304,754)</u>
Fund Balance 6-30-04	<u>96,181</u>

Uses:

Capital Improvement/Replacement Reserve (2)	96,181
Dry Period Finance Reserve (3)	0
Fund Balance Available (4)	<u>0</u>
Total	<u>96,181</u>
Net	<u><u>0</u></u>

- (1) Preliminary final revenue and expenditure figures for the fiscal year ended June 30, 2004.
- (2) Reserve established for vehicle/park equipment improvement/replacement per previous Board policy.
- (3) No Dry Period Finance reserve needed as District Wide costs are funded by the individual benefit zones.
- (4) Wackford Complex construction costs are funded by the individual benefit zones and not within the District Wide cost budget.

STAFF REPORT



DATE: August 3, 2004

TO: The Board of Directors

THROUGH: Rita K. Velasquez, General Manager

FROM: Keith Grueneberg, Fire Chief

BY: Steve Hauser, Fire Inspector III
Joanna C. Rains, Plan Intake Coordinator

SUBJECT: Report on Parcels Abated of Weeds by the District

RECOMMENDATION:

That the Board of Directors hear and consider objections or protests, if any, by property owners liable for assessment and modify the itemized report (Attachment "1") if deemed necessary; and further, pass Resolution 2004-101 (Attachment "2") approving the itemized report (Attachment "1") on the parcels subject to special lien and assessment due to abatement of weeds by the Elk Grove Community Services District.

EXECUTIVE SUMMARY:

- On May 7, 2002, the Board of Directors approved the expansion of the Elk Grove Community Services District Fire Department's (EGCSDFD) annual Weed Abatement Program.
- On April 21, 2004, a "Notice to Destroy Weeds" was mailed to all the parcel owners listed in Attachment "B" of Resolution 2004-24.
- June 4, 2004 was the deadline for property owners to abate the weeds on their parcels.
- Staff inspected all of the parcels listed in Attachment "B" of Resolution 2004-24 between June 5, 2004 and July 5, 2004 to confirm compliance with the "Notice to Destroy Weeds".
- On July 6, 2004, the Board of Directors approved Resolution 2004-33 ordering the Fire Chief to abate the weeds from those properties listed in Attachment "A" if the property owners did not comply with the final "Order to Abate".
- On July 7, 2004, after approval of Resolution 2004-33, the "Order to Abate" was mailed to all of the property owners listed in Attachment "A" of Resolution 2004-33 (a total of 25 parcels) allowing 144 hours to abate the weeds on their property.
- Staff inspected all of the parcels listed in Attachment "A" of Resolution 2004-33 between July 14 and July 19, 2004 to confirm compliance with the "Order to Abate".
- Seventeen parcel owners complied with the notice, leaving eight (8) parcels that were abated of weeds by the District-approved contractor by July 26, 2004.
- Property owners were given until 5 PM on August 2, 2004 to pay all fees associated with the District abatement of their property.

Report on 2004 Abated Parcels

August 3, 2004

Page 2

- A copy of the itemized report (Attachment "1") was posted outside the Board chambers on July 27, 2004. The August 3, 2004, Elk Grove CSD Board Meeting Agenda was posted outside the Board chambers on July 29, 2004.
- After confirmation of Resolution 2004-101 (Attachment "2"), a copy of the itemized report (Attachment "1") will be delivered to the Sacramento County Auditor on or before the tenth day of August 2004.
- The Auditor will then enter the appropriate assessments against the respective parcels listed in Attachment "1".

BACKGROUND/ANALYSIS:

On July 6, 2004, the Board of Directors approved Resolution 2004-33 (Option A) ordering the Fire Chief to cause the nuisances listed in Attachment "A" of Resolution 2004-33 to be abated through removal of weeds. After the Board meeting that night, an "Order to Abate" was mailed to each of the parcel owners listed in Attachment "A" of Resolution 2004-33 (a total of 25 parcels). The property owners were given 144 hours to complete the abatement of the weeds on their property prior to the District-approved contractor abating the weeds.

Seventeen parcel owners complied with the notice, leaving a total of eight (8) parcels that were abated by the District-approved contractor between July 19 and 26, 2004. The property owners were given until 5 PM on August 2, 2004 to pay all costs associated with the District abatement of their property. Included in the itemized report (Attachment "1") is a list of the parcels for which the EGCSDFD did **not** receive payment and are now subject to a special lien and assessment. A breakdown of the fees for each parcel is included in the report, specifically, the actual cost of abatement to the District, the administrative time spent per parcel (3 hours at a rate of \$55.00 per hour) and the cost to the District to file and remove the liens (\$50.00 per parcel).

The Board is required to hear all objections or protests, if any, by property owners liable for the special assessment at this meeting and the Board is allowed to make any modifications deemed necessary to the report. Staff is asking the Board to confirm by resolution (Attachment "2") the itemized report (Attachment "1") so that a copy of the report may be delivered to the Sacramento County Auditor on or before the tenth day of August 2004. The Auditor will then enter the appropriate assessments against the respective parcels and, if payment is not remitted to the District, then the associated assessments and liens will be collected upon sale of the property. The deadline of August 10, 2004 is very critical as it determines whether liens are placed on the parcels that the District has abated (which ensures reimbursement to the District) or whether those parcels instead have an "unsecured tax" placed on them.

This action by the Board concludes the abatement of the identified parcels in the 2004 Weed Abatement Program. We will continue to accept citizen complaints for possible remedial action and/or inclusion in the 2005 Weed Abatement Program.

Respectfully submitted,

Keith Grueneberg
Fire Chief

ELK GROVE COMMUNITY SERVICES DISTRICT

Your Independent Local Government Agency Providing Parks, Recreation, Fire and Emergency Medical Services

ATTACHMENT 1

List of Parcels Subject to Special Lien and Assessment for Costs Incurred During District Abatement of Weeds for 2004 Weed Abatement Program

2004 Weed Abatement Program Itemized Report

Parcel #: 119 0161 014 0000

Address/Location: Elliott Ranch Road, Elk Grove, CA 95758

Administrative Fee: \$165.00

Lien Fee: \$50.00

Cost of Abatement: \$195.00

Total Amount of Lien: \$410.00

Parcel #: 119 0161 015 0000

Address/Location: Elliott Ranch Road, Elk Grove, CA 95758

Administrative Fee: \$165.00

Lien Fee: \$50.00

Cost of Abatement: \$80.00

Total Amount of Lien: \$295.00

Parcel #: 119 0230 091 0000

Address/Location: Maritime Drive, Elk Grove, CA 95758

Administrative Fee: \$165.00

Lien Fee: \$50.00

Cost of Abatement: \$130.00

Total Amount of Lien: \$345.00

Parcel #: 119 0230 092 0000

Address/Location: Maritime Drive, Elk Grove, CA 95758

Administrative Fee: \$165.00

Lien Fee: \$50.00

Cost of Abatement: \$80.00

Total Amount of Lien: \$295.00

Parcel #: 119 0230 093 0000

Address/Location: Maritime Drive, Elk Grove, CA 95758

Administrative Fee: \$165.00

Lien Fee: \$50.00

Cost of Abatement: \$80.00

Total Amount of Lien: \$295.00

Parcel #: 134 0460 031 0000

Address/Location: Wrangler Drive, Elk Grove, CA 95624

Administrative Fee: \$165.00

Lien Fee: \$50.00

Cost of Abatement: \$195.00

Total Amount of Lien: \$410.00

Parcel #: 134 0630 005 0000

Address/Location: Iron Rock Way, Elk Grove, CA 95624

Administrative Fee: \$165.00

Lien Fee: \$50.00

Cost of Abatement: \$350.00

Total Amount of Lien: \$565.00

Parcel #: 134 0630 006 0000

Address/Location: Iron Rock Way, Elk Grove, CA 95624

Administrative Fee: \$165.00

Lien Fee: \$50.00

Cost of Abatement: \$210.00

Total Amount of Lien: \$425.00

ATTACHMENT 2

Resolution Accepting the Itemized Report of Parcels Subject to Special Lien and Assessment for the 2004 Weed Abatement Program

STAFF REPORT

DATE: August 3, 2004
TO: Board of Directors
THROUGH: Rita Velasquez, General Manager
FROM: Keith Grueneberg, Fire Chief
BY: Steven Foster, Fire Marshal



SUBJECT: AWARD CONTRACT FOR THE CONSTRUCTION OF FIRE STATION 72R

RECOMMENDATION:

That the Board of Directors award the contract for construction of Fire Station 72R (Atkins Drive) to Magnum Enterprises, Inc., as the lowest responsible bidder, for \$2,689,000, and authorize the General Manager to execute all necessary documents and expend funds for necessary permits, fees, furniture, fixtures, equipment, contingencies, and architectural and engineering fees to insure the completion of Fire Station 72R.

BACKGROUND/ANALYSIS:

On February 3, 2004, the Board of Directors authorized staff to seek bids for the construction of Fire Station 72R on Atkins Drive in the East Franklin area. The Elk Grove Community Services District advertised the request for bids for this project on June 18 and June 25, 2004.

MFDB Architects had originally estimated the construction contract for this project to be approximately \$2,245,000, which included \$175,000 for the parking garage but did not include the \$103,500 contingency account.

On July 22, 2004, bids were opened and tabulated by the District. Below is a list of the bids received by the District.

Magnum Enterprises, Inc., of Bakersfield, CA	\$2,689,000
BoBo Construction of Elk Grove, CA	\$2,990,000
BRCO Construction of Loomis, CA	\$3,180,000
Diede Construction of Lodi, CA	\$3,197,000
Kimmel Construction of Sacramento, CA	\$3,233,348
Younger Construction of Rancho Cordova, CA	\$3,321,000

BOARD OF DIRECTORS
AWARD CONTRACT FOR THE CONSTRUCTION OF FIRE STATION 72R
August 3, 2004
Page 2 of 2

Magnum Enterprises, Inc., is therefore the lowest responsive bidder with a bid of \$2,689,000. The bid exceeded estimates by \$444,000. The difference of \$444,000 will be charged back to the East Franklin Finance Plan through the Administrative Services Department. The construction bids do not include project costs for permits and fees, furniture, fixtures, equipment, contingencies, and architectural and engineering fees which are estimated to be around \$446,514. However, the total cost of the Station of \$3,135,514 plus \$117,082 contingency has been included in the East Franklin Finance Plan and the Final 2004-05 CSD Budget.

The following actions were taken to determine if Magnum Enterprises, Inc., was a responsible and responsive bidder:

- District counsel performed a litigation check to the satisfaction of the General Manager.
- Building Maintenance Coordinator, Dan Kunz, checked references. Dan Dameron of MFDB Architects checked with the architects of the projects listed as references.
- District counsel performed a bankruptcy check. There are no records showing that Magnum Enterprises, Inc., filed for bankruptcy.
- The State Contractor's Licensing Board was contacted. Magnum Enterprises, Inc. has a current and active license that expires on March 21, 2005.

The conclusion of the actions detailed above found Magnum Enterprises, Inc., to be a responsible bidder and staff is requesting that the Board of Directors award the bid to Magnum Enterprises, Inc. *Funds have been allocated for the revised amount in the final budget set for adoption at your meeting tonight.*

Should you have any questions, please contact me prior to the Board meeting.

Respectfully submitted,

KEITH M. GRUENEBERG
FIRE CHIEF

STAFF REPORT

DATE: August 3, 2004
TO: Board of Directors
FROM: David Wigginton, Administrator
Department of Parks and Recreation
BY: Jenny Smith, Advance Planning Analyst



SUBJECT: REQUEST TO PURCHASE A PORTABLE STAGE

RECOMMENDATION:

That the Board of Directors approve the purchase of a portable stage using \$70,000 of savings from the 2003-04 FY contingent upon approval of final budget.

BACKGROUND:

The Department has a 20'x 24' wood stage consisting of 15, 4'x 8' sections. The stage is used at District sponsored events including Community Play Day, Harvest Festival and Holiday Kickoff. The stage has also been used by other organizations for community events including Western Festival, The Red, White and Blue Fourth of July Festival and the Veterans Day Parade.

The use of the stage is limited due to the uneven surface causing a safety hazard. Performances involving active movement across the stage, including dancing and gymnastics are not possible. This limits the stage to less active performances such as magic shows, clown acts and musical venues. The use of the wood stage by other community organizations has decreased due to the limited use.

A minimum of six staff hours is involved each time the stage is used for District events. The stage takes two staff 1 ½ hours to set up and 1 ½ hours to take down. This includes loading 15, 4'x 8' plywood sections (the stage surface) plus 15 support sections onto a trailer, unloading the trailer, setting up the supports and the stage surface and then duct taping all 15 sections together to minimize the trip hazard. The reverse process happens for take down.

In the past, Sacramento County has provided a portable stage for events in Elk Grove Regional Park as part of their co-sponsorship. Several District sponsored and other community events have relied on this portable stage. This may no longer be an option, as the Western Festival was charged \$2,000 for the two-day use of the County stage this year. The Red, White and Blue Fourth of July Celebration opted to use a private business for their stage rental. Each year the Harvest Festival relies on the County stage, in addition to our wood stage, which could result in an additional \$2,000 expense. With most performers requesting shade, \$350 is also spent on renting a tent to cover the stage.

Staff has researched portable stages, similar to the County's stage, that will provide a safe surface for all types of performances, decrease set up and take down time, provide much needed shade for performers and generate revenue to the District. The portable stage staff is recommending, takes one person, one hour to set up and one hour to take down. The surface is even and carpeted and has an option for a canopy. The portable stage can also be rented to organizations and private businesses.

The portable stage that best meets the District's needs is manufactured by Marshall Austin and is estimated to cost \$70,000. The 20' x 16' stage includes stairs, handrails, a backdrop, skirting, sidewalls, equipment ramp and stage lighting (See Exhibit A).

Staff will provide a visual presentation at the Board Meeting. If you have questions, please contact me prior to the Board Meeting.

Respectfully Submitted,

David L. Wigginton, Administrator
Department of Parks and Recreation

(For a picture of the portable stage, please contact CSD Administration at 685-7069.)

STAFF REPORT

DATE: August 3, 2004
TO: Board of Directors
FROM: David Wigginton, Administrator
Department of Parks and Recreation
BY: Jenny Smith, Advance Planning Analyst



SUBJECT: SUPPORT OF THE UPPER LAGUNA CREEK COLLABORATIVE

RECOMMENDATION

That the Board of Directors approve Resolution No. 2004-99 that endorses and supports the formation of the Upper Laguna Creek Collaborative.

BACKGROUND

Representatives from agencies with an interest in the Laguna Creek corridor have been informally meeting to explore the idea of creating a plan for a multi-functional corridor along the Upper Laguna Creek. The CSD benefits from involvement, as it includes the creek corridor northeast of Bond and Waterman Roads to Calvine Road. A multi-functional corridor master plan could reduce overall costs by addressing the design, permitting and land acquisition needs of multiple agencies and interests. The upper Laguna Creek was chosen, as the majority of the lower Laguna Creek is developed.

The goal of the Upper Laguna Creek Collaborative is to allow for the development of a multi-use corridor that will provide sufficient drainage, improve water quality, create space for the future sewer interceptor, provide a recreational trail and preserves habitat that supports native plant and animal species, while creating a scenic open space corridor. The Collaborative consists of stakeholders from Sacramento County, City of Elk Grove, Southgate Recreation and Park District, Sacramento Regional County Sanitation District, Sacramento Valley Conservancy, Laguna Creek Watershed Council and the CSD.

The planning process will take place in three phases including: Phase I – The Corridor Vision Plan; Phase II – The Corridor Master Plan; and, Phase III – Plan Implementation. The Corridor Master Plan will be implemented as development occurs along the Upper Laguna Creek.

Staff has been participating in the informal meetings and will continue participating in the visioning, master planning and implementation phases as necessary with approval from the Board. A draft of the educational brochure is attached that provides more detailed information.

If you have any questions, please contact me prior to be Board Meeting.

Respectfully Submitted

David L. Wigginton, Administrator
Department of Parks and Recreation
Attachments

ELK GROVE COMMUNITY SERVICES DISTRICT

Your Independent Local Government Agency Providing Parks, Recreation, Fire and Emergency Medical Services

ELK GROVE COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2004-99 A RESOLUTION ENDORSING AND SUPPORTING THE UPPER LAGUNA CREEK COLLABORATIVE

WHEREAS, the Elk Grove Community Services District has interest in improvements along Laguna Creek, located in the southern portion of Sacramento County; and

WHEREAS, there are other agencies within Sacramento County and the City of Elk Grove who have similar interests in making specific improvements also along Laguna Creek; and

WHEREAS, in making these improvements, each agency will be required to undertake master planning; perform environmental assessment and review; obtain environmental permits from the U.S. Army Corps of Engineers, California Department of Fish and Game and the U.S. Fish and Wildlife Service; preserve land and provide mitigation and monitoring; acquire land and establish rights of entry and easement; and provide maintenance as they proceed with their respective projects; and

WHEREAS, it is recognized that the Laguna Creek corridor provides a benefit to the community because of its natural resource values and that there is interest in preserving this scenic open space corridor for time and perpetuity as it is home to many protected habitat and plants; and

WHEREAS, it is proposed that it is in the best interest of all agencies, property owners, rate payers and tax payers to form the Upper Laguna Creek Collaborative to coordinate all projects and explore the development of a comprehensive, combined application for the requisite environmental permits for all public works projects along Laguna Creek that would address the needs of all agencies, interested private entities, the general public and the environment concurrently; and

WHEREAS, it is the goal of the Upper Laguna Creek Collaborative to allow for the development of a multi-use corridor that shall provide recreational trails for public use, sufficient drainage, improved water quality, space for the future sewer interceptor, and preservation of habitat that supports native plant and animal species, while creating a scenic open space corridor that will be maintained and preserved in perpetuity.

NOW, THEREFORE, BE IT RESOLVED that the Elk Grove Community Services District Board of Directors endorses and supports the formation of the Upper Laguna Creek Collaborative whereby multiple agencies will work together and maximize resources while involving the public in outreach efforts to create a multi-use corridor along Laguna Creek.

Passed and adopted this 3rd day of August, 2004, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elk Grove Community Services District

Pat Perez, President

ATTEST:

Rita K. Velasquez, Secretary